

RAILROAD COMMISSION OF TEXAS

**Processing T-4 Forms &
Mapping Requirements
Oversight and Safety Division**

Kristi Schulz– T-4 Permits

Lori Mireles - Mapping Requirements



T-4 Permitting

Kristi Schulz, Oversight and Safety

July 2015

Handout Overview



What's New This Year?

- RRC Website Changes
- Division Name Change & New E-mail Address
- RRC Adopts Pipeline Permit Rule
- FIFO- 'First In & First Out'
- 15 Day Rejection Letter or Acceptance Letter
- 45 Day T-4 Process & T-4A Approval Letter
- T-4 Forms(Revised)
- T-4C (Eliminated)
- Hard Copy Overview Maps & Cover Letters

RRC Website Changes



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Railroad Commission of Texas Mission Statement

Useful links: For searching or locating Pipelines

- What's New at the RRC: On this page you can find new information from form changes, rules to job postings.
- Data-Online Research: On this page you can search T-4 filings that have been processed and then scanned and place on the Neubus site.
- Frequently Asked Questions-FAQs: On this page you will find links to all the Divisions that have provided Questions & Answers.
- Map-Public GIS Viewer: On this page you can launch the Public GIS Viewer to view oil, gas well and pipeline data.

Link gives any new or future information

Example: [New Email Address for Submitting Pipeline Safety Forms](#)

Commissioners



Chairman Christi Craddick



Commissioner David Porter



Commissioner Ryan Sitton

Useful Links

What's New at the RRC

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[Frequently Asked Questions - FAQs](#)

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Email Address



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Link gives any new or future information
Example: [New Email Address for Submitting Pipeline Safety Forms](#)

Calendar of Events ▶

2.1. Dispenser Operations - Austin - CLASS FULL

8:00 a.m., Tuesday, May 19, 2015

Class FULL – Registration CLOSED

2.1. Dispenser Operations - Beaumont - CLASS FULL

8:00 a.m., Tuesday, May 19, 2015

Class FULL – Registration CLOSED

2.1. Dispenser Operations - Tyler - CLASS FULL

8:00 a.m., Tuesday, May 19, 2015

Class FULL – Registration CLOSED

Category F, G, I & J Management Course - Austin

8:00 a.m., Wednesday, May 20, 2015

3.2 Residential System Installation - Tyler - CLASS FULL

8:00 a.m., Wednesday, May 20, 2015

Class FULL – Registration CLOSED

Announcements ▶

Notice to Operators: Groundwater Protection Determination Request Form Can Now Be Filed Online

12:00 a.m., Monday, March 16, 2015

Notice to Operators: Statewide Rule 13 Exceptions: Online Filing Now Available and Exception Fee Required

12:00 a.m., Monday, March 16, 2015

New Email Address for Submitting Pipeline Safety Forms

11:03 a.m., Friday, February 27, 2015

Notice to Operators: New Online Filing System: Gatherer and Purchaser Change P-4s

1:00 p.m., Friday, February 20, 2015

Notice to Operators: Rule 13 Exceptions: Online Filing System and Implementation of Exception Fee

11:02 a.m., Thursday, February 19, 2015

Audiences

Consumers

Links to useful pages for consumers, educators, students, and the general public.

Land & Mineral Owners

Links to useful pages for land and mineral rights owners.

Media & Press

Links to useful pages for the press.

Email Address



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New Email Address for Submitting Pipeline Safety Forms

02/27/2015

The Pipeline Safety department of the Railroad Commission of Texas has a new email address to accept forms. Effective immediately, completed pipeline permitting forms can be submitted to the Railroad Commission of Texas via email to pipelinepermits@rrc.texas.gov.

The email address tpms@rrc.texas.gov and individual permitting staff will no longer accept permitting forms. However, the tpms@rrc.texas.gov email address will continue to accept mapping-related submissions.

If there are any questions regarding this announcement, email pipelinepermits@rrc.texas.gov.

pipelinepermits@rrc.texas.gov

tpms@rrc.texas.gov

Mapping-related submissions

Commissioners



Chairman Christi Craddick



Commissioner David Porter



Commissioner Ryan Sitton

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Division Name Change



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Oversight & Safety Division

The Oversight and Safety Division has responsibility for Alternative Fuels, Gas Services and Pipeline Safety. This reorganization in January 2015 will bring even greater efficiency and consistency to these operations within the Commission, allowing the agency to better serve the state.

The Alternative Fuels Safety department enforces both the state law and Commission regulations on the safe transportation, storage, distribution and use of alternative fuels, which includes liquefied petroleum gas (LPG) (commonly referred to as propane); compressed natural gas (CNG) and liquefied natural gas (LNG). The department conducts safety evaluations of stationary facilities and mobile equipment, licensing companies engaged in alternative fuel activities, and provides training and licensing to individuals working in the alternative fuels industries. With staff operating from seven district offices throughout the state, Alternative Fuels Safety conducts approximately 14,000 inspections per year using a risk-based inspection schedule as well as specialized inspections. In addition, staff investigates safety related complaints and accidents involving alternative fuel mobile equipment and stationary facilities.

The Gas Services department's responsibilities include establishing and ensuring just and reasonable natural gas utility rates that promote safe, efficient, reliable, low-cost, investor owned utility service to the citizens of Texas. The department's Market Oversight section participates in contested rate determinations, reviews non-contested filings, collects and publishes natural gas utility tariffs, resolves consumer complaints and informal industry complaints, enforces the Commission's requirements for utilities to file their gas curtailment plans, and administers a communication protocol during times of potential natural gas shortages. The department's Utility Audit section administers the gas utility tax (both in-house and by field audit), audits natural gas utilities to ensure the proper computation and billing of authorized rates, and determines gas utility status. With field audit staff based out of three district offices, the Utility Audit section conducts approximately 140 audits each year. Audits are scheduled based upon an Audit Plan that prioritizes key areas such as computation and application of authorized rates as well as gas utility tax responsibilities. There are five types of specific focused audits: routine, special, cost of gas, quality of service and tariff audit.

The Pipeline Safety department ensures that the pipelines in Texas' pipeline infrastructure (the largest in the nation) are designed, constructed, operated and maintained safely. The Commission is authorized by the [Texas Utilities Code](#) and [Texas Natural Resources Code](#) to regulate the safety of intrastate gas, hazardous liquid and CO2 pipelines in the state. The Commission is also certified by the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration for the enforcement of federal pipeline safety regulations for intrastate pipeline facilities under the federal [Pipeline Safety Act](#). In addition, the Pipeline Safety department enforces compliance by intrastate pipeline operators with federal and state laws and regulations and promotes public safety and awareness through the pipeline damage prevention program for Texas. With staff located in seven regional offices throughout the state, Pipeline Safety conducts approximately 2,850 inspections per year using a risk-based evaluation model as well as specialized inspections. Additionally, staff investigates accidents and complaints involving pipeline facilities.

Last Updated: 1/21/2015 4:08:30 PM

Additional Resources

[Alternative Fuels Safety](#)

[Gas Services](#)

[Pipeline Safety](#)

[Texas Pipeline Damage Prevention Program](#)

← [Alternative Fuels](#)

← [Gas Services](#)

← [Pipeline Safety](#)

New Adopted Rule Amendments



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Railroad Commission Adopts Pipeline Permit Rule Amendments

12/03/2014

AUSTIN—Texas Railroad Commissioners have unanimously adopted pipeline permit rule amendments designed to clarify how a pipeline operator may be classified by the Commission as a common carrier. Common carrier pipelines in Texas are pipelines which are contracted to carry crude petroleum, gas or carbon dioxide for hire.

The rule amendments require pipeline operators to verify their claim to be a common carrier when applying for a T-4 Permit to Operate a pipeline or when renewing, amending or cancelling an existing permit. Adoption of the rule amendments represents another step by the Commission to protect the public and responsibly regulate pipelines operating under the Commission's jurisdiction.

Chairman Christi Craddick said, "Pipelines are fundamental to the safe and timely transportation of our state's oil and gas resources. And regulation of the pipeline industry is one of the Commission's most important duties in ensuring the safety of our citizens and the industry's ability to keep pace with transporting our increasing supplies. The Commission's new permitting procedures for common carrier pipelines certifies a more vibrant, transparent permitting process for pipelines operating in the state of Texas."

Commissioner David Porter said, "The Commission has a duty to determine the proper classification of a pipeline and use that information to apply appropriate rules and regulations. These rule amendments improve our ability to determine which regulatory classification applies to a pipeline."

Commissioner Barry Smitherman said, "The Commission's T-4 Permit to Operate is a permit to operate a pipeline in Texas. It does not change the rights of a property owner nor does it grant eminent domain powers to a pipeline operator. Our new rules require an attestation from the operator of their knowledge of Texas eminent domain laws and the Texas Landowners' Bill of Rights."

The adopted rule amendments take effect on March 1, 2015, and include the following requirements:

- permit applications must now include additional information including requested classification and purpose of the pipeline or pipeline system as a common carrier, a gas utility or private line operator;
- permit applications must include a sworn statement from the pipeline applicant providing the operator's factual basis supporting the classification and purpose being sought for the pipeline;
- if applicable, the pipeline operator must submit documentation such as a contract or tariff for third-party transportation in the case of a common carrier, along with any other information requested by the Commission;
- the pipeline T-4 permit, if granted shall be revocable at any time after a hearing if the Commission finds that the pipeline is not being operated in accordance with state laws and Commission rules and regulations.
- the applicant must acknowledge the eminent domain provisions in the Texas Landowner's Bill of Rights.

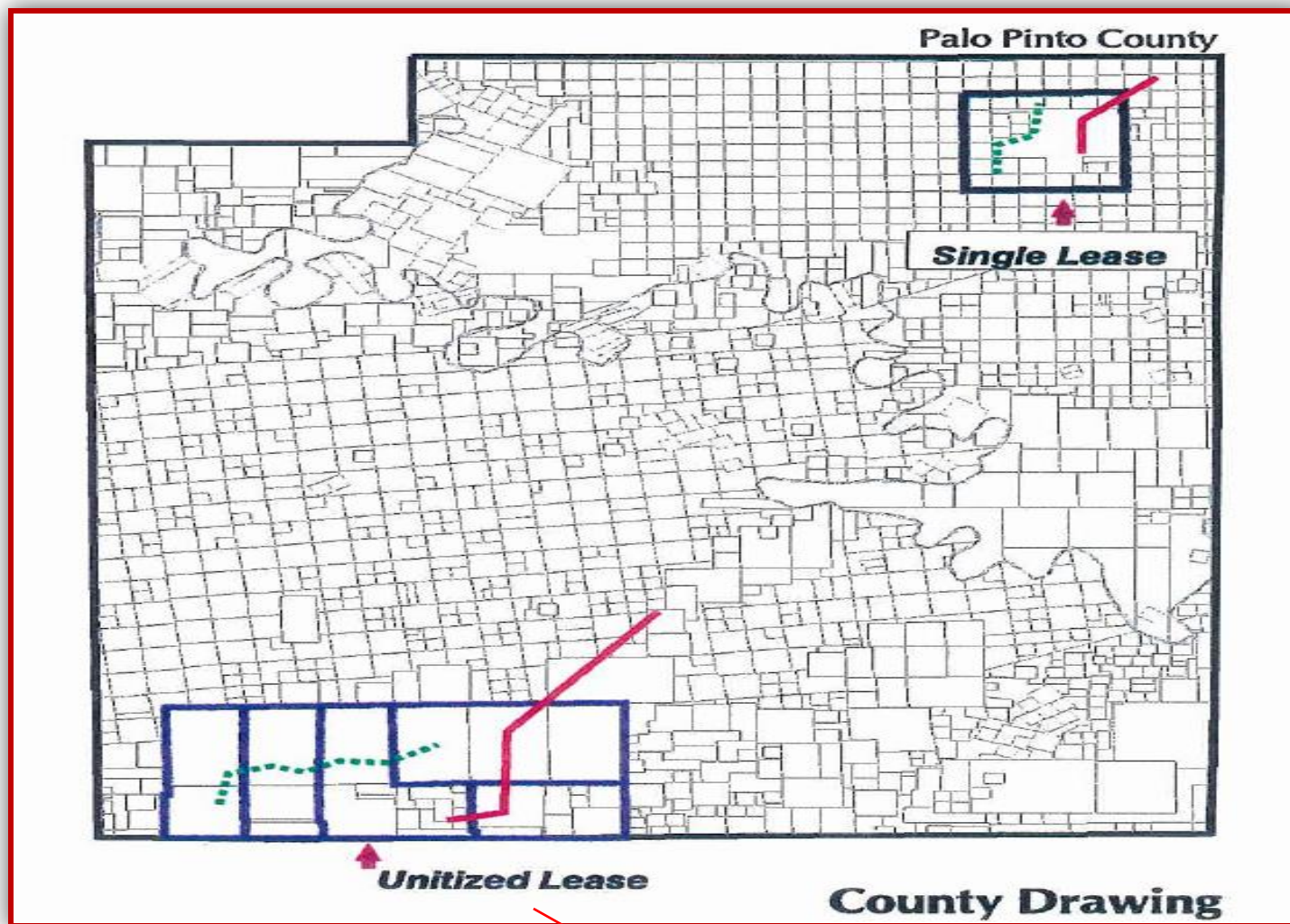
Permitting Rules



When is a permit needed?

- If the pipeline system leaves the lease, it needs a permit regardless if it is a flow line, gathering line or a transmission line.
 - ❖ Exception: Unitized Leases See detail drawing of Unitized Lease
- All regulated lines and non-regulated lines need a permit if they leave the lease.
 - ❖ Exception: Unitized Leases As Recognized By Oil & Gas Division

Permitting Rules



Permit Required

Permit not Required

As Recognized By Oil & Gas Division

Permitting Rules



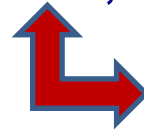
What needs a separate permit?

- **Permits may have one fluid only.**

- ❖ Do not mix Natural Gas, Crude, Products, etc.

- **Interstate and Intrastate.**

- ❖ Must be separate permits.



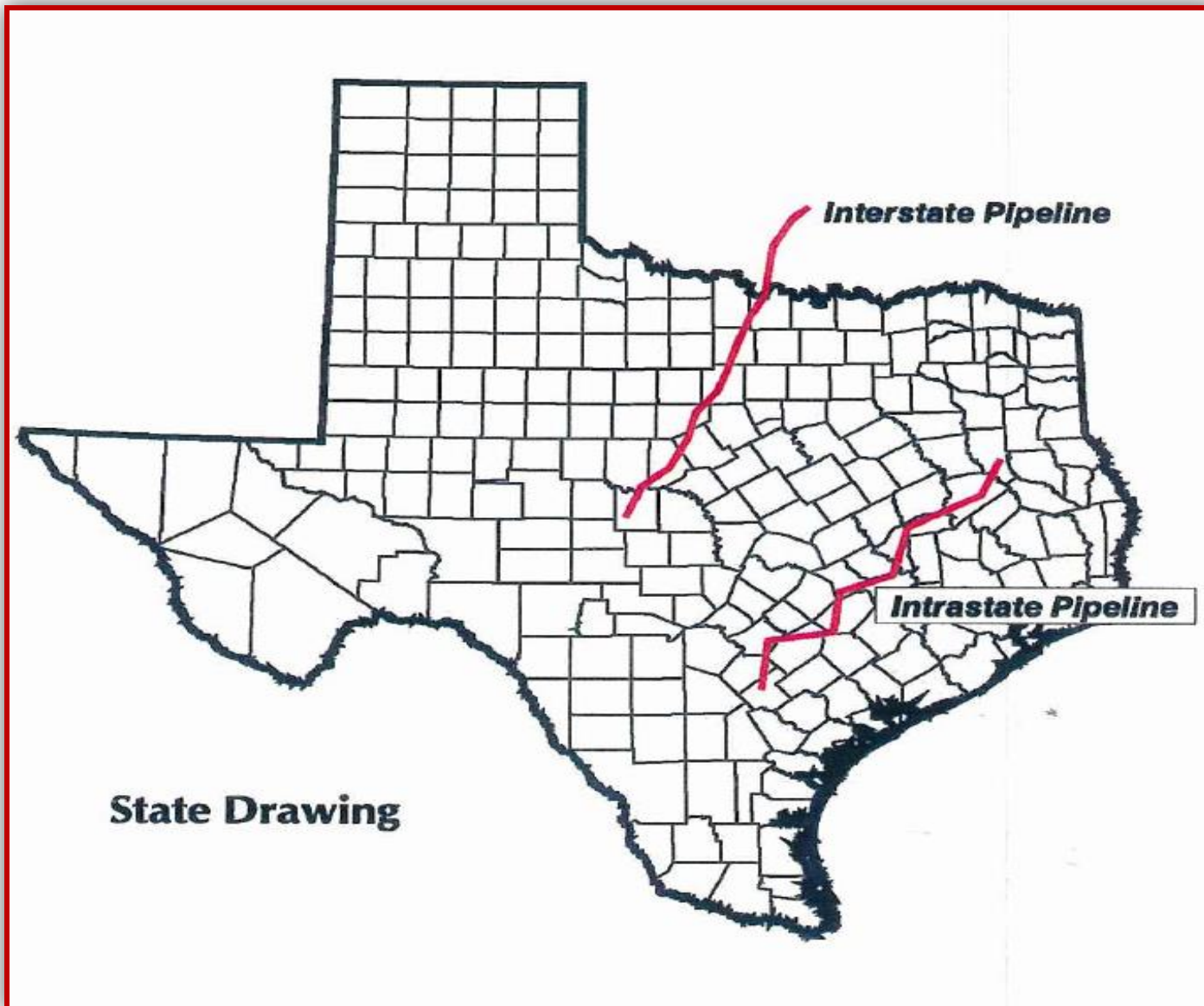
On the T-4 application only mark Products and then Specify the main one used.

Mapping attributes can show multiple description of fluids.

- **Pipelines should be continuous.**

- ❖ For example: South Texas and East Texas systems with nothing to connect them should be on a separate permit.

Permitting Rules





Permitting Rules

When to Amend Permit?

- **Permits should be amended for pipelines sold.**
 - ❖ Need information from new operator.
- **Pipelines acquired from other operators.**
 - ❖ Need information from previous operator.
- **Pipelines removed or abandoned.**
 - ❖ Mileage removed from permit.
- **Renewal with no changes, must be on a T-4 Form**
 - ❖ T-4C has been eliminated.

Permitting Rules



When T-4 Filing is Received

- Filing is date stamped received date and is recorded 'First In & First Out'.
- Filing is reviewed by the 15 day mark, if 'Rejected' a letter, e-mail or phone call will be sent to the operator.
- If all is good an 'Acceptance' letter may be sent or operator will be notified by e-mail or phone call.
- When Filing is reviewed the date of review will start the 45 day process. From the acceptance date there is a 45 day time frame to have the T-4 filing processed.
- A T-4A approval letter will be sent to the operator this may be all that an operator receives if all is good during the 15 day review.

Permitting-T-4 Forms



Click on Pipeline Safety



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The Railroad Commission serves Texas through:

- our stewardship of natural resources and the environment;
- our concern for personal and community safety; and
- our support of enhanced development and economic vitality for the benefit of Texans.

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[ICYMI: Chairman Christi Craddick Discusses Railroad Commission's Actions Following Recent Seismic Events & Current Energy Issues](#)

May 13, 2015

In case you missed it, please see Railroad Commission Chairman Christi Craddick's interview where she discusses steps the Commission has taken following recent seismic events in Texas as well as [Read More...](#)

[Railroad Commission to Require Testing of Disposal Wells in Johnson County](#)

May 08, 2015

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[Chairman Christi Craddick Talks North American Energy Integration with the Texas Energy Council](#)

May 07, 2015

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Commissioners



Chairman Christi Craddick



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Commissioner Ryan Sitton

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Permitting-T-4 Forms



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Click on link and this will
ZOOM to the T-4 Forms


Forms

These pages provide links to Pipeline Safety related forms.

All PDF forms, unless otherwise indicated, are created using Adobe Acrobat. To view the files you need to have the Adobe Acrobat Reader version 6.0 or higher, available free from [Adobe](#).

 - PDF Form available

 - fillable PDF Form available

 - PDF instructions available

On This Page

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[Master Meter Forms](#)

[Pipeline Permitting Forms](#)

[Texas Damage Reporting Form \(TDRF\) for Excavators](#)

[No Damage Non-Compliance Report Form](#)

[Texas Damage Reporting Form \(TDRF\) for Excavators](#)










[No Damage Non-Compliance Reporting Form](#)

[General Pipeline Forms](#)

Permitting-T-4 Forms



Pipeline Permitting Forms

Form Number	Form Name	PDF Form	Instructions	Fillable PDF
T-4	Application for Permit to Operate a Pipeline in Texas (Revised March 1, 2015)			
T-4B	Pipeline Transfer Certification (File with T-4)			
	Non-Utility Certificate			
	Guidance for Natural Gas Operators/Economic Operators			
PS-48	New Construction Report – Updated: June 2013			
PS-8000A	Texas Pipeline Questionnaire (Revised March 2015)			
PS-8000A	Texas Pipeline Questionnaire - Added Pages (Revised March 2015)			

INSTRUCTIONS - Form T-4



I N S T R U C T I O N S

ORGANIZATION INFORMATION:

1. The OPERATOR is the individual or organization responsible for the daily physical operation, maintenance, safety and emergency response functions on the pipeline. The Operator must have a Form P-5 Organization Report on file with the Commission's Oil and Gas Division prior to the issuance of the T-4 Permit.

2. The ECONOMIC OPERATOR (line 3, if different from either the OPERATOR [Line 1] or the OWNER [Line 2]) is the individual or organization responsible for filing required reports, tariffs or other forms with the Commission regarding the transmission or sale of gas or liquids through the pipeline(s). The ECONOMIC OPERATOR must have a Form P-5 Organization Report on file with the Commission's Oil and Gas Division prior to the issuance of the T-4 Permit.

3. The OPERATOR must file a Form T-4 to classify each pipeline(s) system(s) and/or gathering system(s), i.e. interstate or intrastate; gas or hazardous liquids; common carrier/gas utility or private line. If the pipeline is to be operated as a private line and will carry natural gas other than the operator's own production, attach a Non-Utility Certificate pursuant to Tex. Util. Code, §121. 005, in support of the factual basis of the requested classification.

4. The OPERATOR (applicant) must file a revised Form T-4 to show any modification in the physical installation, whether such modification relates to extension, abandonment, or transfer of lines. If no changes are made, annual certification that the pipeline or gathering system subject to permit was not modified during the previous 12 months must be filed by the 15th of the re-filing month, showing the status of each pipeline or gathering system as of the 1st of that month.

PIPELINE INFORMATION:

Filing purpose:

a.) New installation. This implies that an operator is requesting a new permit for a new line, or is transferring a part of an existing permit from one operator to a new permit, where there is no existing permit already in place.

b.) Renewal for same operator. The previous form T-4C has been eliminated. Form T-4 will be used for renewals with no changes, which are required when the permit has not been amended in the previous 12 months. (Permits will automatically be renewed for one year whenever an amendment occurs.)

Enter the total current active miles under the permit.

c.) Extension or modification. This is for any changes since the last amendment or annual renewal that result in any change to the questions listed in the rest of section 2.

Enter the total current active miles remaining under the permit after any changes.

DEFINITIONS:

1. Abandoned Pipeline. A pipeline is considered to be abandoned when it is not in current use; the operator or owner does not plan to use it in future operations; and the line has been cleared of all hydrocarbons. A pipeline does not have to be removed from the ground or stripped of pumping or compressor equipment to be abandoned. The operator must notify the Commission by letter immediately when the operator has abandoned a pipeline.

2. Liquid. Any substance that exists in liquid phase in the pipeline under current operating conditions.

For questions, please call 512-463-7058

Pipeline permitting forms can be submitted in PDF format to the Railroad Commission of Texas via email to pipelinepermits@rtc.texas.gov

Or mail completed form to:

RAILROAD COMMISSION OF TEXAS
Oversight And Safety Division
Pipeline Permitting And Mapping Section
P. O. Box 12967
Austin, TX 78711-2967



Permit Number: _____



ORGANIZATION INFORMATION

1. Operator (Applicant) (See Instructions)	P5# _____	Address _____
2. Does the operator identified in item 1 own the pipeline? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", give name and address of owner: _____		
3. Does the entity named in item 1 or item 2 conduct or control the economic operations on the pipeline? <input type="checkbox"/> Yes If "Yes" <input type="checkbox"/> #1 or <input type="checkbox"/> #2 <input type="checkbox"/> No If "no", give name, address and P5# of economic operator. (See Instructions) P5# _____		

PIPELINE INFORMATION

1. Mark appropriate box for each of the following questions:		New Construction Report Number: _____ (See 16 TAC §8.115 for applicability)	
(a) New installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(b) Renewal for same operator?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(c) Extension or modification?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Permit Miles _____	
If there has been a change in operator or ownership, give name and address of previous operator, owner, or lessor by completing and attaching Form T-4B.			
2. Mark appropriate box for each of the following questions:			
(a) Are the pipelines covered under this permit:	<input type="checkbox"/> Interstate <input type="checkbox"/> Intrastate		
(b) Commodity transported:	<input type="checkbox"/> Crude <input type="checkbox"/> Condensate <input type="checkbox"/> Oil Full Well Stream <input type="checkbox"/> Products(*) <input type="checkbox"/> Gas(*) <input type="checkbox"/> Gas Full Well Stream <input type="checkbox"/> Other(*)	*Specify _____	
(c) Does fluid contain H2S?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", at what concentration? _____ ppm	
(d) Pipeline classification:			
(i) Requested Classification (Common Carrier, Gas Utility or Private Pipeline) _____			
(ii) To obtain a new pipeline permit or to amend a permit because of a change of classification, an operator shall attach the following documentation or information related to the requested classification (above) and purpose of the pipeline (below):			
(A) A sworn statement from the pipeline applicant providing the operator's factual basis supporting the classification and purpose being sought for the pipeline, including, if applicable, an attestation to the applicant's knowledge of the eminent domain provisions in Texas Property Code, Chapter 21, and the Texas Landowner's Bill of Rights as published by the Office of the Attorney General of Texas; and			
(B) Documentation to provide support for the classification and purpose being sought for the pipeline, if applicable, and any other information requested by the Commission.			
(iii) To renew an existing permit, to amend an existing permit for any reason other than a change in classification, or to cancel an existing permit, an operator shall attach the following information:			
(A) The contact information for the individual who can respond, when applicable, to any questions concerning the pipeline's change in operator, ownership, or other change including cessation of pipeline operation;			
(B) A statement from the pipeline operator confirming the current classification and purpose of the pipeline or pipeline system as a common carrier, a gas utility or a private line, if applicable; and			
(C) Any other information requested by the Commission.			
(e) Does pipeline use any public highway or road, railroad, public utility easement, or other common carrier right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(f) Will the pipeline carry only the gas and/or liquids produced by the pipeline operator?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If answer to (f) is "No", is the gas and/or liquids:	
<input type="checkbox"/> Purchased from others <input type="checkbox"/> Owned by others but transported for a fee <input type="checkbox"/> Both purchased from and transported for others			
3. Check detailed purposes for which this pipeline will be used:			
<input type="checkbox"/> Transmission <input type="checkbox"/> Gas Injection <input type="checkbox"/> Gas Plant <input type="checkbox"/> Other explain: _____			
<input type="checkbox"/> Gathering <input type="checkbox"/> Gas Lift <input type="checkbox"/> Own Consumption			

An overview map (24" X 24" / 1" = 20 miles or less, or U.S.G.S. 7.5 Minute Quad (Scale 1" = 2,000 feet) attached and a digital shape (.shp) file is required for new, added, removed or transferred pipelines. An email can be sent to trms@rrc.texas.gov for information on submitting digital data.

I declare, under penalties prescribed in Tex. Nat. Res. Code, Sec. 91.143, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that data and facts stated therein are true, correct, and complete, to the best of my knowledge.

Type or Print Name of Person _____

Signature _____

Title _____

Date _____

The person above must be able to respond to any questions concerning the pipeline's construction, operation or maintenance.

Inquiries regarding this application should be directed to: _____

Name _____

Address _____

Telephone _____

Fax _____

Email _____

This pipeline has been classified as a _____

THIS SECTION IS FOR COMMISSION USE ONLY

on this date: _____

T-4
F
O
R
M

After March 1, 2015

APPLICATION FOR PERMIT TO OPERATE A PIPELINE IN TEXAS
(See 16 Tex. Admin. Code §3.70)

FORM T-4
3/2015

Railroad Commission of Texas
Oversight and Safety Division-Pipeline Safety
Permitting and Mapping Section



Permit Number: **00123**



T-4

**F
O
R
M**

ORGANIZATION INFORMATION

1. Operator (Applicant) (See Instructions)	P5# 223456	Address
ABC Pipeline Company		P.O. Box 234 Austin, TX 78701
2. Does the operator identified in item 1 own the pipeline?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If "No", give name and address of owner:
Mark Smith Pipeline Company		
3. Does the entity named in item 1 or item 2 conduct or control the economic operations on the pipeline?	<input type="checkbox"/> Yes If "Yes" <input checked="" type="checkbox"/> #1 or <input type="checkbox"/> #2 <input checked="" type="checkbox"/> No	
If "no", give name, address and P5# of economic operator. (See Instructions)		P5# _____

INSTRUCTIONS - Form T-4

ORGANIZATION INFORMATION:

1. The OPERATOR is the individual or organization responsible for the daily physical operation, maintenance, safety and emergency response functions on the pipeline. The Operator must have a Form P-5 Organization Report on file with the Commission's Oil and Gas Division prior to the issuance of the T-4 Permit.

2. The ECONOMIC OPERATOR (line 3, if different from either the OPERATOR [Line 1] or the OWNER [Line 2]) is the individual or organization responsible for filing required reports, tariffs or other forms with the Commission regarding the transmission or sale of gas or liquids through the pipeline(s). The ECONOMIC OPERATOR must have a Form P-5 Organization Report on file with the Commission's Oil and Gas Division prior to the issuance of the T-4 Permit.

2. Mark appropriate box for each of the following questions:

- (a) Are the pipelines covered under this permit: ☐ Interstate ☒ Intrastate
- (b) Commodity transported: ☐ Crude ☐ Condensate ☐ Oil Full Well Stream ☐ Products(*) ☒ Gas(*) ☐ Gas Full Well Stream ☐ Other(*)
*Specify **Natural Gas**
- (c) Does fluid contain H2S? ☐ Yes ☒ No If "Yes", at what concentration? _____ ppm

(d) Pipeline classification:

- (i) Requested Classification Common Carrier, Gas Utility or Private Pipeline **Private**
- (ii) To obtain a new pipeline permit or to amend a permit because of a change of classification, an operator shall attach the following documentation or information related to the requested classification (above) and purpose of the pipeline (below):
- (A) A sworn statement from the pipeline applicant providing the operator's factual basis supporting the classification and purpose being sought for the pipeline, including, if applicable, an attestation to the applicant's knowledge of the eminent domain provisions in Texas Property Code, Chapter 21, and the Texas Landowner's Bill of Rights as published by the Office of the Attorney General of Texas; and
- (B) Documentation to provide support for the classification and purpose being sought for the pipeline, if applicable, and any other information requested by the Commission.
- (iii) To renew an existing permit, to amend an existing permit for any reason other than a change in classification, or to cancel an existing permit, an operator shall attach the following information:
- (A) The contact information for the individual who can respond, when applicable, to any questions concerning the pipeline's change in operator, ownership, or other change including cessation of pipeline operation;
- (B) A statement from the pipeline operator confirming the current classification and purpose of the pipeline or pipeline system as a common carrier, a gas utility or a private line, if applicable; and
- (C) Any other information requested by the Commission.
- (e) Does pipeline use any public highway or road, railroad, public utility easement, or other common carrier right-of-way? ☐ Yes ☒ No
- (f) Will the pipeline carry only the gas and/or liquids produced by the pipeline operator? ☐ Yes ☒ No If answer to (f) is "No", is the gas and/or liquids:
☐ Purchased from others ☐ Owned by others but transported for a fee ☒ Both purchased from and transported for others

3. Check detailed purposes for which this pipeline will be used:

- ☐ Transmission ☐ Gas Injection ☐ Gas Plant ☐ Other explain: _____
☒ Gathering ☐ Gas Lift ☐ Own Consumption _____



T-4

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INSTRUCTIONS - Form T-4

3. The OPERATOR must file a Form T-4 to classify each pipeline(s) system(s) and/or gathering system(s), i.e. interstate or intrastate; gas or hazardous liquids; common carrier/gas utility or private line. If the pipeline is to be operated as a private line and will carry natural gas other than the operator's own production, attach a **Non-Utility** Certificate pursuant to Tex. Util. Code, §121. 005, in support of the factual basis of the requested classification.

4. The OPERATOR (applicant) must file a revised Form T-4 to show any modification in the physical installation, whether such modification relates to extension, abandonment, or transfer of lines. If no changes are made, annual certification that the pipeline or gathering system subject to permit was not modified during the previous 12 months must be filed by the 15th of the re-filing month, showing the status of each pipeline or gathering system as of the 1st of that month.

PIPELINE INFORMATION

1. Mark appropriate box for each of the following questions:

(a) New installation? ☐ Yes ☐ No New Construction Report Number: _____ (See 16 TAC §8.115 for applicability)

(b) Renewal for same operator? ☐ Yes ☐ No

(c) Extension or modification? ☒ Yes ☐ No

Total Permit Miles 10.83

If there has been a change in operator or ownership, give name and address of previous operator, owner, or lessor by completing and attaching Form T-4B.



T-4

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INSTRUCTIONS - Form T-4

PIPELINE INFORMATION:

Filing purpose:

a.) New installation. This implies that an operator is requesting a new permit for a new line, or is transferring a part of an existing permit from one operator to a new permit, where there is no existing permit already in place.

b.) Renewal for same operator. **The previous form T-4C has been eliminated.** Form T-4 will be used for renewals with no changes, which are required when the permit has not been amended in the previous 12 months. (Permits will automatically be renewed for one year whenever an amendment occurs.)

Enter the total current active miles under the permit.

c.) Extension or modification. This is for any changes since the last amendment or annual renewal that result in any change to the questions listed in the rest of section 2.

Enter the total current active miles remaining under the permit after any changes.

An overview map (24" X 24" / 1" = 20 miles or less, or U.S.G.S. 7.5 Minute Quad (Scale 1" = 2,000 feet) attached and a digital shape (.shp) file is required for new, added, removed or transferred pipelines. An email can be sent to tpms@rrc.texas.gov for information on submitting digital data.

I declare, under penalties prescribed in Tex. Nat. Res. Code, Sec. 91.143, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that data and facts stated therein are true, correct, and complete, to the best of my knowledge.

Mark Smith

Mark Smith

Type or Print Name of Person

Signature

President

5/20/15

Title

Date

The person above must be able to respond to any questions concerning the pipeline's construction, operation or maintenance.

Inquiries regarding this application should be directed to:

Jill Smith

**P.O. BOX 4768
Houston, TX 77002**

Name

Address

(713)-200-0000

jill.smith@smithpipe.com

Telephone

Fax

Email

THIS SECTION IS FOR COMMISSION USE ONLY

This pipeline has been classified as a _____ on this date: _____

The Railroad Commission of Texas does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. TDD/TDY (512) 463-7284



T-4

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INSTRUCTIONS - Form T-4

DEFINITIONS:

1. **Abandoned Pipeline** A pipeline is considered to be abandoned when it is not in current use; the operator or owner does not plan to use it in future operations; and the line has been cleared of all hydrocarbons. A pipeline does not have to be removed from the ground or stripped of pumping or compressor equipment to be abandoned. The operator must notify the Commission by letter immediately when the operator has abandoned a pipeline.

2. **Liquid**. Any substance that exists in liquid phase in the pipeline under current operating conditions.

For questions, please call 512-463-7058

Pipeline permitting forms can be submitted in PDF format to the Railroad Commission of Texas via email to pipelinepermits@rrc.texas.gov

Or mail completed form to:

**RAILROAD COMMISSION OF TEXAS
Oversight And Safety Division
Pipeline Permitting And Mapping Section
P. O. Box 12967
Austin, TX 78711-2967**

PIPELINE TRANSFER CERTIFICATION
(Applicant must file a Form T-4 with this application)

FORM T-4B
3/2015



ACQUIRING OPERATOR: ABC Pipeline Company P-5# 223456

Address: _____

City State Zip: _____

Does the above named operator own the pipeline(s)? ☐ Yes ☒ No

If "no", give owner's name and address Mark Smith Pipeline Company

OPERATOR CERTIFICATION: By signing this certificate, I acknowledge responsibility for the regulatory compliance of the listed pipeline(s). I am the person who will respond to any questions concerning the pipeline's construction, operation or maintenance. I also acknowledge that I will remain designated as the current operator until a new certificate designating a new current operator is approved by the Railroad Commission of Texas.

Mark Smith

Mark Smith

Name (print) _____ Signature _____ Date _____

Title _____ Phone _____ Email _____

DIVESTING OPERATOR: Roberts Pipeline L.L.C. P-5# 678902

Address: _____

City State Zip: _____

Did the above named operator own the pipeline(s)? ☒ Yes ☐ No

If "no", give owner's name and address _____

OPERATOR CERTIFICATION: Being the previous operator, I certify that operating responsibility for ALL pipeline(s) listed on Form T-4A for Permit # 00123 has been transferred to the above named operator. I understand, as previous operator, that designation of the above named operator as current operator is not effective until this certification is approved by the Railroad Commission of Texas.

Name (print) _____ Signature _____ Date _____

Title _____ Phone _____

Please mail completed Forms T-4B and T-4 to: Railroad Commission of Texas, Oversight and Safety Division, Pipeline Permitting and Mapping Section, P. O. Box 12967, Austin, TX 78711-2967. For questions, call 512-463-7058.

The Railroad Commission does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. TDD/TDY (512) 463-7284

T-4B

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RAILROAD COMMISSION OF TEXAS

OVERSIGHT AND SAFETY DIVISION

Guidance for Natural Gas Operators/Economic Operators

T-4 Permit Applications Beginning March 1, 2015

Regarding Requested Pipeline Classification

(Private v. Gas Utility)



Guidance for Natural Gas Operators / Economic Operators

Beginning with Form T-4's *Application for Permit to Operate a Pipeline in Texas* received on and after March 1, 2015, the applicant will request the pipeline classification of either Private or Gas Utility (for natural gas pipelines) or Private or Common Carrier (for non-natural gas pipelines). When a permit is granted it will state the pipeline classification.

The following guidance is intended for natural gas pipelines only.

Note: If any portion of the rights-of-way associated with the permit application have or had condemnation in any location(s) when the pipeline was initially laid, the Operator/Economic Operator will be classified as a gas utility.

- If the applicant is currently classified as a gas utility, request the pipeline classification of gas utility, as all of the T-4 Permits operated by a gas utility will be gas utility; there is no mixing of gas utility and private status within the entity being recognized as a gas utility.
- If requesting the pipeline classification of 'Gas Utility', and you are not currently a gas utility, indicate Intrastate on question 2 (a) and "No" on question 2 (f), with the appropriate additional selection below.
- If requesting the pipeline classification of 'Private' and you indicated Intrastate on question 2 (a) and "No" on question 2 (f), with the appropriate additional selection below, attach a properly completed **Non-Utility Certificate** to the application.
- If requesting the pipeline classification of 'Private' and you indicated Intrastate on question 2 (a) and "Yes" on question 2 (f) (and you are not currently classified as a gas utility), do not attach a Non-Utility Certificate.

Regarding the *Non-Utility Certificate*, if you have any questions related to Texas Utilities Code §121.005 and the certification process, contact Gas Services department at 512-463-7022.

NON-UTILITY CERTIFICATE

3/2015

Railroad Commission of Texas
Oversight and Safety Division-Gas Services
Utility Audit Section


 Permit Number: **00123**


Pursuant to Texas Utilities Code, § 121.005, **ABC Pipeline Company** elects to be treated as a non-utility. The statutory requirements for such treatment have been met and the company certifies that:

I. Does the company own, operate, manage, lease or control a pipeline for the carriage of natural gas where any part of the right-of-way for said line has (ever) been acquired by exercising the right of eminent domain?

☐ Yes ☒ No [from the original date(s) of construction to present]

II. Does the company make city-gate deliveries for local distribution?

☐ Yes ☒ No [includes either sales at or transportation delivery to a 'City Gate']

III. The company transports natural or synthetic gas, whether for sale, hire or otherwise, solely: (Check appropriate box or boxes.)

- ☒ 1. In, or in the vicinity of, the field or fields where the gas is produced to a gas processing plant or treating facility; or from the outlet of such plant or treating facility to:
- ☐ A. a person at or within the vicinity of such plant or treating facility; or
- ☐ B. ☐ (1) to another person for transportation or sale in interstate commerce; or
- ☒ (2) to another person in or within the vicinity of the field or fields where produced for transportation or sale in intrastate commerce;
- ☐ 2. To another person for transportation or sale in interstate commerce; or
- ☐ 3. To another person in or within the vicinity of the field or fields where produced for transportation or sale in intrastate commerce.

If items 1, 2 and/or 3 above are not applicable, are your deliveries or sales solely:

- ☐ 1. For lease use, compressor fuel, processing plant fuel or similar uses; or
- ☐ 2. Pursuant to lease or right-of-way agreements.

AFFIDAVIT

I declare under penalties prescribed in Texas Natural Resources Code § 91.143, that I am authorized to make this certification to the Gas Services department of the Railroad Commission of Texas, that this Certificate was prepared by me or under my supervision, and that data and facts stated herein are true, correct and complete to the best of my knowledge.

Mark Smith

REPRESENTATIVE OF COMPANY (Signature)

TITLE (Type or Print)

REPRESENTATIVE OF COMPANY (Type or Print)

DATE

Inquiries regarding this Certificate should be directed to:

NAME (Print)

ADDRESS

TELEPHONE NO.

NOTE: If the pipeline is to be classified as a Private Pipeline and will carry natural gas other than the operator's own production, this certificate, in support of the factual basis, must be attached to the Form T-4 application.

The Railroad Commission of Texas does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. TDD/TDY (512)463-7284

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Pipeline Eminent Domain and Condemnation

The following questions and answers provide, as a public service, basic, general information about pipeline companies in Texas and their powers of eminent domain. This information is not legal advice and has no legal force or effect. Persons with specific legal questions or who may be dealing with pipelines regarding eminent domain and condemnation issues may need to retain an attorney. Railroad Commission staff are prohibited from providing legal advice, representation or interpretation of laws to private individuals.

What is the role of the Railroad Commission in regard to pipelines in Texas?

The Railroad Commission (RRC) is limited in its authority to those powers delegated by the Legislature by statutory enactments. Regarding pipelines, the Railroad Commission has authority over intrastate pipelines (those that originate and end within the State of Texas) for pipeline safety and pipeline rate regulation.

In Texas, pipelines are not required to be permitted before being built. There is no statutory or regulatory requirement that a pipeline operator seek or receive from the Railroad Commission either a determination that there is a need for the pipeline capacity or prior approval to construct a pipeline and related facilities. Additionally, the Railroad Commission does not determine or confer common carrier status for pipelines. The pipeline operator reports to the Railroad Commission the status of a pipeline as a gas utility, common carrier or private line. Commission does not have any authority over a common carrier pipeline's exercise of its statutory right of eminent domain.

Generally, the Railroad Commission has no authority over the routing or siting of intrastate or interstate pipelines. The pipeline route is determined by the pipeline's owner/operator. The exception to this is when the pipeline contains "sour gas" (hydrogen sulfide) because of its potential toxicity at certain levels.

The Railroad Commission also has no pipeline safety authority or rate regulation authority over interstate pipelines (pipelines that cross state boundaries), such as the TransCanada Keystone (Gulf Coast) pipeline. Safety regulation of interstate pipelines is the responsibility of the [US Dept. of Transportation Pipeline and Hazardous Materials Safety Administration \(PHMSA\)](#), not the Railroad Commission.

A pipeline operator or construction company is required to notify the Railroad Commission's Pipeline Safety Department before beginning construction on a pipeline when the construction involves an intrastate pipeline longer than one mile. Commission rules require the operator to file a pre-construction report at least 30 days prior to beginning construction. Some operators report construction plans much earlier than 30 days prior to initiating construction activities. However, new construction on natural gas or LP-gas distribution or master meter systems of less than five miles is exempted from this reporting requirement. [Click here](#) to obtain a copy of a new construction report from the Commission's website.

Pipeline Safety FAQs



What is the role of the Railroad Commission in regard to pipelines in Texas?

Does the commission have any authority to grant or deny land condemnation?

No. Eminent domain is a private property rights issue, set by statute in state law by the Texas Legislature.

If the Railroad Commission does not determine who is or isn't a common carrier who does?

I've heard that all a company has to do to get eminent domain status is to check a box on a Railroad Commission T-4 Permit. What is a T-4 Permit?

Do all pipeline operators have the power of eminent domain?

How can I tell if the company that wants to construct a pipeline has the power of eminent domain?

What rights do I have as a property owner?

See website for full list of Answers

If my property has been condemned for a pipeline easement, does the RRC want to be notified?

How can we contact pipeline operators authorized by the Railroad Commission in Texas?

What is the typical width of a pipeline easement?

How deep does a pipeline have to be buried?

How close can a pipeline come to my house or other permanent structure?

Where can I get more information on pipeline easements, eminent domain, and condemnation proceedings?

NEW CONSTRUCTION REPORT
RAILROAD COMMISSION OF TEXAS
SAFETY DIVISION - PIPELINE PERMITTING SECTION



CoID # _____ New Construction Report #: _____ Docket #: _____

(above info will be completed by RRC)

Check off the applicable rule for the reason for filing this form:

_____ Report required by 16 TAC § 8.115: Thirty days prior to the commencement of construction for all jurisdictional lines over 1 mile; any LPG distribution system; or any natural gas distribution system over 5 miles.

_____ Report required by 16 TAC § 3.36 and 16 TAC § 3.106 (b) (1) (C): 24 hours' notice for construction of any lines with over 100 ppm of H2S. _____ Hydrogen Sulfide Content of Product/PPM _____

ABC Pipeline Company

Name of Operator (Company)

Mailing Address/Number and Street

00123

T-4 Permit Number

City

State

Zip Code

Date Report Sent **5/20/15**

Date Construction is to Begin _____

Gas: Class Location (1, 2, 3, 4) **1**

Liquids: Rural or Non-Rural _____

Proposed Location by County(ies) **Travis**

Path of Pipeline/Begin & End Points _____

System/Segment/Line Name _____

Pipeline Material/Grade (Example: API 5L-X42) _____

Pipeline Diameter **24"**

Wall Thickness _____

Design Pressure Gas/MAOP _____ Liquids/MOP _____

Length of Line (Feet/Miles) _____

Intended Use/Product to be Transported _____

_____ New system _____ Replacement of existing system _____ Extension of existing system

Per 49 CFR 192 & 195/16 TAC Chapter 8 _____ Gathering _____ Transmission _____ Distribution

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Report

New Pipeline Construction Reports

New pipeline construction reports required by 16 TAC §8.115 "New Construction Commencement Report"

Generally, the required form **PS-48** pertains to transmission lines, gathering lines inside a (non-rural or) Class 2, 3 or 4 location and certain distribution systems. The form is due 30 days before construction starts.

The **PS-48** is also required/defined by 16 TAC §3.106 (**Sour Gas Pipeline Facility Construction Permit**) to fulfill the requirement of the written notice 24 hours before the start of construction.

New pipeline construction reports are required by 16 TAC §8.115 "New Construction Commencement Report". Generally, the required form **PS-48** pertains to transmission lines, gathering lines inside a (non-rural or) Class 2, 3 or 4 location and certain distribution systems. The form is due 30 days before construction starts.

The **PS-48** is also required/defined by 16 TAC §3.106 (**Sour Gas Pipeline Facility Construction Permit**) to fulfill the requirement of the written notice 24 hours before the start of construction.

The **PS-48** form has been updated June 2013 to specify the reason for filing this form. A "New Construction Report Number" will be assigned when the **PS-48** is submitted for the 30 day report and the proposed system will be added to the evaluation schedule for the purpose of future safety inspections. The new construction report number should be referenced on the T-4 when the lines are added to a pipeline permit.

Beginning October 1, 2011 a new construction report number will not be assigned when the **PS-48** is submitted as a 24 hours notice under 16 TAC §3.106. The operator will receive a reply letter and the 24 hour notice will remain part of the permit file.

NOTE: **PS-48**'s should be sent to the attention of Safety Division, Pipeline Permitting section.

Physical address: 1701 North Congress, Austin TX 78701-1402

Mailing address P. O. Box 12967, Austin TX 78711-2967

For questions about them, please call 512-463-6519 or 512-463-3046.

- New Pipeline Construction Reports - Calendar Year 2015
- New Pipeline Construction Reports - Calendar Year 2014
- New Pipeline Construction Reports - Calendar Year 2013
- New Pipeline Construction Reports - Fiscal/Calendar Year 2012: New construction reports issued with 2012 NCR numbers (12-NC-xxx)
- New Pipeline Construction Reports - Fiscal/Calendar Year 2011 (September 1, 2010 - December 31, 2011) - Last Revision: 2/24/2012
- New Pipeline Construction Reports - Fiscal Year 2010 (September 1, 2009 - August 31, 2010) - Last Revision: 5/4/2011
- New Pipeline Construction Reports - Fiscal Year 2009 (September 1, 2008 - August 31, 2009) - Last Revision: 8/24/2011
- New Pipeline Construction Reports - Fiscal Year 2008 (September 1, 2007 - August 31, 2008)

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Report

INSTRUCTIONS AND DEFINITIONS FOR THE PS8000A



I N S T R U C T I O N S

Permit number: Leave this blank if the permit has not yet been issued.

Total miles:

When using the auto-fill form, "Total Miles" will automatically calculate the mileage for all the entries for "Miles" under the 'PIPELINE SPECIFICATION' column. Do not manually enter any miles here if using the auto-fill form.

O.D.: Outside Diameter.

M-A-O-P: (Maximum Allowable Operating Pressure) for Gas pipelines per 49CFR-192.3.

M-O-P: (Maximum Operating Pressure) for Hazardous Liquid pipelines per 49CFR-195.2.

>Use this field for both MAOP and MOP.

Rural Area: From 49 CFR §195.2, means outside the limits of any incorporated or unincorporated city, town, village, or any other designated residential or commercial area such as a subdivision, a business or shopping center, or community development.

>Use this column for liquid pipelines.

Class Location: An area that extends 220 yards on either side of the centerline of any continuous one-mile length of pipeline based on population concentration, number of buildings, or places of public assembly. See 49 CFR §192.5 for the Descriptions of Class 1, 2 3 and 4.

>Use this column for gas pipelines.

In lieu of the Form PS-8000A, an operator may substitute their own spread-sheet to provide the information required on the form.

If additional pages are needed, use the PS-8000A added pages form. Mileage for the added pages will not be auto-totaled.

RAILROAD COMMISSION OF TEXAS OVERSIGHT AND SAFETY DIVISION – PIPELINE SAFETY

Information is requested for all transmission/trunkline and gathering pipelines transporting hazardous liquids and CO2 or gas which is flammable, toxic or corrosive under the specified T-4 Permit Number. Please complete a separate questionnaire for each T-4 permit application on file. If additional information is necessary to complete this form, telephone the Pipeline Safety Section in Austin at (512) 463-7058.

SIGNATURE REQUIRED ON BACK

I. GENERAL INFORMATION

NAME OF OPERATOR	ABC Pipeline Company	T-4 Permit No.	00123
MAILING ADDRESS		Total Miles	10.83
CITY, STATE, ZIP-4			
TELEPHONE NUMBER		FAX	
NAME OF COMPLIANCE REPRESENTATIVE			
MAILING ADDRESS		<input type="checkbox"/> CHECK IF SAME AS ABOVE	
CITY, STATE, ZIP-4			
TELEPHONE NUMBER		FAX	

II. SYSTEM INFORMATION

The referenced T-4 permit may be several pipelines or pipeline systems, or a single listing permit with one pipeline or pipeline system.

Are the pipelines covered under this permit ☐ Interstate ☒ Intrastate

SYSTEM or SECTION NAME, LINE # or IDENTIFICATION	FLUID BEING TRANSPORTED	TYPE (Check as applicable)	PIPELINE SPECIFICATIONS	CHECK ALL AS APPLICABLE	CLASS LOCATION: 1, 2, 3 or 4	COUNTIES
ABC System	Natural Gas	<input checked="" type="checkbox"/> Trunkline/Transmission <input checked="" type="checkbox"/> Gathering <input type="checkbox"/> Production/Flow	Miles O.D. Wall Thickness Pipe Grade MAOP	<input type="checkbox"/> Rural <input type="checkbox"/> Non-Rural <input type="checkbox"/> Bay Area <input type="checkbox"/> Offshore <input type="checkbox"/> Navigable Waterway <input type="checkbox"/> Environmentally Sensitive	1	Travis
		<input type="checkbox"/> Trunkline/Transmission <input type="checkbox"/> Gathering <input checked="" type="checkbox"/> Production/Flow	Miles O.D. Wall Thickness Pipe Grade MAOP	<input type="checkbox"/> Rural <input type="checkbox"/> Non-Rural <input type="checkbox"/> Bay Area <input type="checkbox"/> Offshore <input type="checkbox"/> Navigable Waterway <input type="checkbox"/> Environmentally Sensitive		
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		<input type="checkbox"/> Trunkline/Transmission <input type="checkbox"/> Gathering <input type="checkbox"/> Production/Flow	Miles O.D. Wall Thickness Pipe Grade MAOP	<input type="checkbox"/> Rural <input type="checkbox"/> Non-Rural <input type="checkbox"/> Bay Area <input type="checkbox"/> Offshore <input type="checkbox"/> Navigable Waterway <input type="checkbox"/> Environmentally Sensitive		

The Railroad Commission does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

TDD/TDY (512) 463-7284

PS-8000A REVISED 03/15



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Sample Cover Letters & Overview Maps



Sample Permit Application Cover Letters

Permits with multiple county overview map

Permits with single county overview map

Permits with hard copy maps

Overview Permit File Map Samples (Must be included with your T-4 paperwork when submitting digital mapping)

Hard Copy Submissions

Sample Cover Letter for Digital Submissions

Linked to Sample Overview Map #1



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Today's date

Mr./Ms.:

Railroad Commission of Texas
Pipeline Safety Division
Permitting & Mapping Section
P.O. Box 12967
Austin, TX 78711-2967

Dear Mr./Ms.:

Re: T4 Permit Number #55555

Attached please find a T-4 permit application, Form T-4 B, Form PS8000A and Overview Map. Please note the following:

- PT- Partial Transfer to BBC Pipeline Company permit #00999, East Texas system in several counties (See Map Attached) 1,500 miles of pipeline.
- BP- Abandon in place 13.05 miles of pipeline in the following counties:
 - Bee: Line No. K100, 2", 1.50 miles
 - Hidalgo: Line No. C103, 2", 53 miles and Line No. C102, 4", 6.00 miles
 - Galveston: Line No. J223, 8", 5.00 miles
- NC-No Change.

Add Counties: None

Remove Counties: Jim Wells and Goliad

Miles of Pipeline: Existing 4,800.23

PT - 1,500.00

BP - 13.03

Total Miles Permit #55555 3,287.20

Please contact me at 654-001-0000 if you have questions or require additional information.

Sincerely,

John Doe
Operations Specialist

Attachments

List File Names of Geography data submitted via FTP and Date sent:

Example: Files sent on September 25, 2001: t55555.shp, t55555.shx, t55555.dbf (ArcView Shape files)
t55555.E00 (if sent Arc/Info export file)
ta55555.dbf (if sent separate attribute file)
tm999999.mdb (if sent metadata file)

Notes: For list of T-4 Amendment Codes, see [T-4_AMD Field](#) under [Digital Submissions](#).

Please list the diameter and miles for every pipeline change in your letter and/or on the map(s).

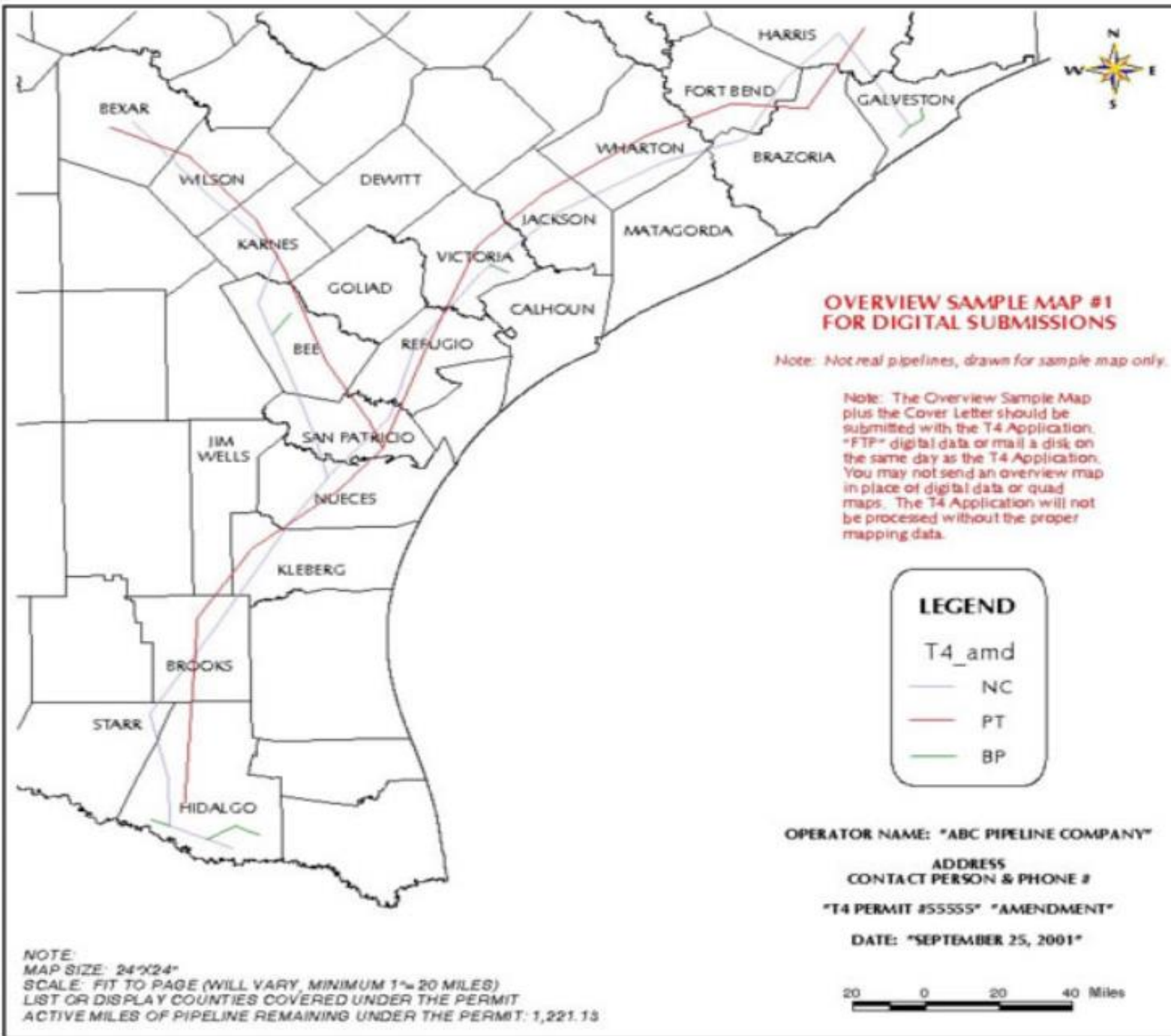
Please attach this cover letter to the email that notifies us regarding your FTP submission.

LETTER



O V E R V I E W

MAP



Sample Cover Letter for Digital Submissions

Linked to Sample Overview Map #2

Today's date

Mr./Ms.:
Railroad Commission of Texas
Pipeline Safety Division
Permitting & Mapping Section
P.O. Box 12967
Austin, TX 78711-2967

Dear Mr./Ms.:

Re: T4 Permit Number #55555

Attached please find a T-4 permit application, Form T-4 B, Form PS8000A, and Overview Map.
Please note the following:

- PT- Partial Transfer from CBA Pipeline Company permit #00699, Longview Gathering system in Nueces and Kleberg County, 5 miles of pipeline.
- BP- Abandon in place Line No. L43, 2", 1.5 miles in Kleberg County.
- PA- Pipeline Addition in Nueces and Kleberg County, the Riverside Gathering System, 10 miles of pipeline. *(New Construction Report if needed)*
- AM- Acquired and Merge. Acquired Permit No. 00996 from BCA Pipeline Company and merging into this permit. Line No. B24, 8", 4.5 miles. (T-4 B)
- NC-No Change.

Add Counties: None

Remove Counties: None

Miles of Pipeline:	Existing	225.00
	PT	+ 5.00
	PA	+ 10.00
	AM	+ 4.50
		<hr/> 244.50
	BP	- 1.50
		<hr/> 243.00
Total Miles Permit #55555		243.00

Please contact me at 654-001-0000 if you have questions or require additional information.

Sincerely,

John Doe
Operations Specialist

Attachments

List File Names of Geography data submitted via FTP and Date sent:

Example: Files sent on September 25, 2001: t55555.shp, t55555.shx, t55555.dbf (ArcView Shape files)
t55555.E00 (if sent Arc/Info export file)
ta55555.dbf (if sent separate attribute file)
tm999999.mdb (if sent metadata file)

Notes: For list of T-4 Amendment Codes, see [T-4_AMD Field](#) under [Digital Submissions](#).
Please list the diameter and miles for every pipeline change in your letter and/or on the map(s).
Please attach this cover letter to the email that notifies us regarding your FTP submission.



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LETTER



O V E R V I E W

MAP

OVERVIEW SAMPLE MAP #2 FOR DIGITAL SUBMISSIONS

Note: Not real pipelines, drawn for sample map only.



NUECES COUNTY

BISHOP

Note: The Overview Sample Map plus the Cover Letter should be submitted with the T4 Application. "FTP" digital data or mail a disk on the same day as the T4 Application. You may not send an overview map in place of digital data or quad maps. The T4 Application will not be processed without the proper mapping data.

Note: Larger scale maps should display more points of reference, such as roads, city boundaries, water, etc.

KLEBERG COUNTY

KINGSVILLE

LEGEND

T4_and

- NC
- PT
- BP
- PA
- AM

OPERATOR NAME: "ABC PIPELINE COMPANY"

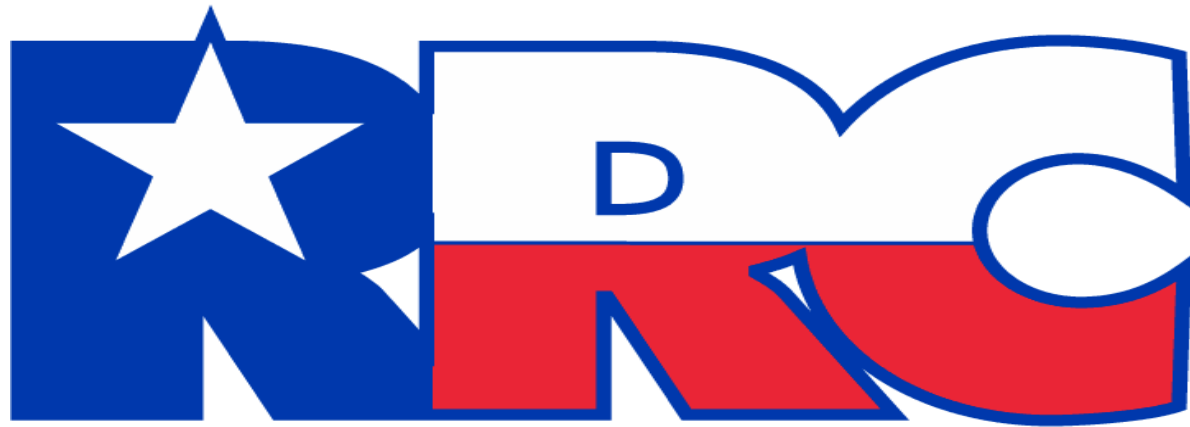
ADDRESS
CONTACT PERSON & PHONE #

"T4 PERMIT #55555" "AMENDMENT"

DATE: "SEPTEMBER 25, 2001"

0.5 0 0.5 1 1.5 Miles

NOTE:
MAP SIZE: 24"X24"
SCALE: FIT TO PAGE (WILL VARY, MINIMUM 1"= 20 MILES)
LIST OR DISPLAY COUNTIES COVERED UNDER THE PERMIT
ACTIVE MILES OF PIPELINE REMAINING UNDER THE PERMIT: _____



RAILROAD COMMISSION OF TEXAS

Mapping Requirements

Lori Mireles, Oversight and Safety

July 2015

Handout Overview



- **Digital Data Submissions**
- **How to Avoid Digital Data Rejections**
 - ❖ **Explode your Data using Advanced Editing Tools**
 - ❖ **Verify your Digital is in the Correct Projection**
- **Helpful Resources**
 - ❖ **Public GIS Viewer**
 - ❖ **Steps to Search Pipeline Permits**
- **New Operator Checklist**
- **Helpful Instructions for Submitting Digital**



Digital Data Submissions

Homepage: www.rrc.texas.gov



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Craddick

Railroad Commission of Texas Mission Statement

Data Submission Standards

- Digital Submissions
- Attribute Definitions
- Commodity List
- Vendor List
- Hard Copy Map Submissions
- Overview Permit File Map Samples **(Must be included with your T-4 paperwork when submitting digital mapping)**

- On the Home Page click on Pipeline Safety
- Click on Mapping
- Click on Digital Submissions

Steps to Set up an FTP Account



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Digital Submissions

Standards for pipeline digital submissions

In order to submit digital data an operator must be able to generate one of three geospatial file types: Shape Files (.shp, .shx, .dbf) or .E00 Files or ASCII Files (.txt). These three Geospatial (GIS) file types are further described in the text below. If an operator is unable to convert their data into one of these three GIS file formats, then the Commission encourages operators to contact a vendor who specializes in GIS Data Conversion. The Commission does not provide training in GIS software, data conversion or FTP.

To facilitate the submission of digital data, the Commission has created a [List of Vendors](#) who have complied with our data submission requirements. If your current pipeline data is in CAD format, than you may find it difficult to convert your data without the help of a GIS Specialist.

[Steps to Setup an FTP Account](#) (PDF)

[Instructions for Submitting and Receiving Digital Data via FTP](#) (includes sample email) (PDF)

[Attribute Definitions](#) (PDF) – Provides a detailed description of each required attribute field.

[Commodity List](#) (PDF) – Provides commodity, commodity description, and system type.

FTP – (File Transfer Protocol)
Software that enables files to be transmitted over data lines from one computer to another

- On the Home Page click on Pipeline Safety
- Click on Mapping
- Click on Digital Submissions
- Steps to Setup and FTP Account

Sample Email to Request an FTP Account



Dear Mr./Ms.

This is a formal request for an FTP account and password for pipeline operator ABC Pipeline Company.

Contact Information is listed below:

John Doe
Sr. GIS Analyst
ABC Pipeline Company
0000 W. 15th St. Suite 900
Houston, TX 00000

Telephone contact:
713-000-0000 (office), ext. 123

Email address: jdoe@abc.com

Please let me know if you need anything else for this request.

Regards,
John Doe
Sr. GIS Analyst

Send email to: tpms@rrc.state.tx.us

Instructions for Submitting and Receiving Digital Data



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- Click on Pipeline Safety
- Mapping
- Digital Submissions
- Instructions for Submitting and Receiving Digital Data via FTP

Instructions for Submitting Digital



When submitting data to the Commission, all the files must start with a **lowercase “t”** and only include a **(maximum of 8 characters)** in order to process the data. If there is no current permit number, a system name should follow the letter “t”.

**For example: t00576.shp, t00576.shx, t00576.dbf
tsystem.shp, tsystem.shx, tsystem.dbf**

Note: Do NOT submit files in a folder or .zip file. All files should be submitted individually. Sending a .prj file is recommended.

An email must be sent to the Commission at tpms@rrc.state.tx.us the same day as the FTP submission and please attach a copy of the T-4 Permit Cover Letter to this email. If sending a replacement file, include the name and date of the file being replaced.

Sample Email for FTP Submission



To: tpms@rrc.state.tx.us

From: jdoe@abc.com

Subject: FTP Submission for **Pipeline Operator Name** (T4# Optional)

Subject line is very helpful with tracking your data.

Message: **Date:** September 25, 2014 (Date of FTP submission)

Operator Name and Address: ABC Pipeline Company

0000 W. 15th St. Suite 900

Houston, TX 00000

Type of Submission: Data Verification or T-4 Permit Amendment(s)

Type of Datum: NAD 27 or NAD 83 using the Geographic Coordinate System (GCS)

List the Exact Name of each File: t00992.shp, t00992.shx, t00992.dbf

t00954.shp, t00994.shx, t00994.dbf

tsystem.shp, tsystem.shx, tsystem.dbf

Arc/Info Export File: t00954.E00

ASCII Geospatial File: tg00954.txt

Separate Attribute File: ta00954.dbf

T-4 Permit Contact: John Doe

Operations Specialist

654-001-0000, ext. 321

GIS/Mapping Contact: Jack Doe

Sr. GIS Analyst

654-001-0000, ext. 123



Attribute Definitions



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Digital Submissions

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- Click on Pipeline Safety
- Mapping
- Digital Submissions
- Attribute Definitions



Attribute Definitions

TPMS Attribute Definitions and Valid Codes

The Texas Pipeline Mapping System (TPMS) is a GIS database that requires pipeline attributes to be represented by certain codes. This document defines the attribute fields within the database and explains what codes are valid representations of those attributes.

Valid Code:

Letters, numbers and special characters that are acceptable representations of pipeline attributes.

For Example: NG = Natural Gas

The following data types are used to define a "valid code" for pipeline attribute fields:

I = Integer only (ex. 1, 2, 3, etc.)

R = Real number with 2 decimal places only (ex. 6. 63, 12. 00)

C = Characters (letters, numbers and/or special characters)

Note: All numbers must be **POSITIVE**. All letters must be **CAPITALIZED**.

For Example: In TPMS, the attribute field "Interstate" is a Yes or No answer.

(I, C) designates the valid code for this specific pipeline attribute field. (I, C) means the value of the attribute cannot exceed 1 space in length and must be a character.

Therefore, the only valid code for a Yes or No answer, represented as a single character, is either 'Y' or 'N'.

(Links to web pages are highlighted in yellow.)

Definitions of the Attribute Fields:

OPER_LINK (8, I)

Unique Link ID

Any positive integer 1 through 99,999,999 used to link attributes with geospatial data. This is required only if you submit attributes in a metafile that is separate from the geospatial file.

Do not use with standard shape file, only with a separate attribute file.

OPS_ID (5, I)

Operator Number

Accounting number assigned by the U. S. Department of Transportation, Office of Pipeline Safety, to the company that physically operates the pipeline system.

(This is only needed if there is State or Nationally Regulated pipe. Go to the NPMS site: www.npms.phmsa.dot.gov then Click on: [OPS Operator ID Search](#))

OPER_NM (40, C)

Operator Name

The company name that physically operates the pipeline system. NOT the Pipeline OWNER.

SYS_NM (40, C)

System Name

***Required Field**

A name of a single pipeline system assigned by the operator. This can be any alpha/numeric value assigned by the operator.

SUBSYS_NM (40, C)

Sub System Name

Assigned by the operator. A unique name for a smaller sub-section of a pipeline system. This is a subset of SYS_NM.

PLINE_ID (20, C)

Pipeline ID

This is an identifier for a specific section of the pipeline within a pipeline system. This identifier can be any alpha/numeric value assigned by the operator.

DIAMETER (5, R)

Diameter

***Required Field**

Only use Outside Pipeline Diameters in inches.

The format of the diameter values is as ###.## (two decimal places only.)

Valid Code: 1.32, 2.38, 2.88, 3.50, 4.00, 4.50, 5.56, 6.63, 8.63, 10.75, 12.75

(For diameters of greater than 12 inches, outside diameter equals nominal diameter.)

COMMODITY1 (3, C)

Commodity 1

***Required Field**

Abbreviation for primary commodity carried by the pipeline system.

[See the Commodity List for examples.](#)

COMMODITY2 (3, C)

Commodity 2

Abbreviation for a secondary commodity carried by the pipeline system. (Same as COMMODITY1)

COMMODITY3 (3, C)

Commodity 3

Abbreviation for a tertiary commodity carried by the pipeline System. (Same as COMMODITY1)

CMDTY_DESC (40, C)

Commodity Description

***Required Field**

Descriptive information about the commodities carried by the pipeline system.

[See the Commodity List for examples.](#)

INTERSTATE (1, C)

Interstate Designation

Identifies if a pipeline segment is Interstate or Intrastate.

Valid Code	Code Description
Y	Interstate Pipeline
N	Intrastate Pipeline

STATUS_CD (1, C)

Pipeline Status Code

***Required Field**

Identifies current status of pipeline segment.

If a pipeline is idle but maintained in any way, it is still considered "In-Service".

If a pipeline is junked in place, it is "Abandoned".

Valid Code	Code Description
I	In-Service
B	Abandoned

Unless the pipeline has been physically removed from the ground, always include every abandoned line under the T-4 Permit in the mapping.

See Website for full list of Attributes

Steps to Commodity List



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Digital Submissions

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- Click on Pipeline Safety
- Mapping
- Digital Submissions
- Commodity List

Commodity List



CMDTY_DESC (update 1/11/13)	COMMODITY	SYSTYPE	ADDITIONAL
ACETIC ACID	PRD	P	(NON-HVL LIQUID PRODUCTS)
ACETONE	PRD	P	(NON-HVL LIQUID PRODUCTS)
ACETYLENE	PRD	T	(GAS TRANSMISSION)
ACETYLENE OFF GAS	PRD	T	(GAS TRANSMISSION)
ACRYLIC ACID	PRD	P	(NON-HVL LIQUID PRODUCTS)
ACRYLONITRILE	PRD	P	(NON-HVL LIQUID PRODUCTS)
AD WASH OIL	PRD	P	(NON-HVL LIQUID PRODUCTS)
AIR	EMT	Q	(HVL PRODUCTS)
ALKY FEED	LPG	Q	(HVL PRODUCTS)
ALKYLATE	PRD	P	(NON-HVL LIQUID PRODUCTS)
AMMONIA	AA	C	(NON-HVL LIQUID PRODUCTS)
ANHYDROUS AMMONIA	AA	C	(NON-HVL LIQUID PRODUCTS)
ANHYDROUS HCL	PRD	T	(GAS TRANSMISSION)
ANILINE OIL	PRD	P	(NON-HVL LIQUID PRODUCTS)
ASPHALT	PRD	P	(NON-HVL LIQUID PRODUCTS)
AVIATION GASOLINE	PRD	P	(NON-HVL LIQUID PRODUCTS)
BENZENE	PRD	P	(NON-HVL LIQUID PRODUCTS)
BENZENE-TOLUENE	PRD	P	(NON-HVL LIQUID PRODUCTS)
BENZENE-TOLUENE-XYLENE	PRD	P	
BRINE	PRD	P	(NON-HVL LIQUID PRODUCTS)
BUTADIENE	HVL	Q	(HVL PRODUCTS)
BUTADIENE PRODUCT	HVL	Q	(HVL PRODUCTS)
BUTANE	HVL	Q	(HVL PRODUCTS)
BUTANE MIX	HVL	Q	(HVL PRODUCTS)
BUTANE VAPOR	PRD	P	(NON-HVL LIQUID PRODUCTS)
BUTANE/BUTYLENE	HVL	Q	(HVL PRODUCTS)
BUTANE/BUTYLENE/ISOBUTANE/NATURAL GAS	HVL	Q	
BUTANE/ETHAN/ISOBUTANE/NATURAL GASOLINE	HVL	Q	
BUTANE/ETHANE/ETHYLENE/PROPANE	HVL	Q	(HVL PRODUCTS)
BUTANE/ETHANE/ISOBUTANE/PROPANE	HVL	Q	

See Website for Additional Commodity Descriptions



Vendor List

Mapping

The pipeline permitting process requires that operators provide maps of the pipelines included under each permit

The Texas Pipeline Mapping System (TPMS) is continuously updated using digital data or hard copy maps provided to the Commission by the pipeline operators. The pipeline permitting process requires that operators provide maps of the pipelines included under each permit. Pipeline maps, whether submitted digitally or in hard copy format, should include all active, inactive and abandoned lines that are not removed from the ground. (Inactive lines are maintained but not currently in use. Abandoned lines are not used and not maintained.) It is important that abandoned lines that are still in the ground be mapped because of the safety related issues and public awareness of the presence of these lines.

The Commission shall not be held liable for the use of these data sets, which are provided as a public service for informational purposes only. PLEASE NOTE that these data sets are NOT intended to be used as an authoritative public record for any geographic location or as a legal document and have no legal force or effect. Users are responsible for checking the accuracy, completeness, currency and/or suitability of these data sets themselves.

Data Submission Standards

- Digital Submissions
- Attribute Definitions
- Commodity List
- **Vendor List**
- Hard Copy Map Submissions
- Overview Permit File Map Samples (**Must be included with your T-4 paperwork when submitting digital mapping**)

- Click on Pipeline Safety
- Mapping
- Vendor List



Vendor List

Vendor List

Software Vendor List for Submitting Digital Data

The Railroad Commission of Texas does not endorse, sponsor, approve, or recommend any of the following listed companies. Further, the Commission shall not be held liable for improper or incorrect use of this information, which is provided as a public service for informational purposes only.

PLEASE NOTE: That this information is not intended to be used as a legal document and has no legal force or effect. Users of this information are responsible for checking the accuracy, completeness, currency, and/or suitability of this information themselves. The Commission makes no representation, guarantee, or warranty as to the accuracy, completeness, currency, or suitability of this information. The Commission specifically disclaims any and all warranties, representations, or endorsements, express or implied, with regard to this information, including, but not limited to, the warranties of merchantability, fitness for a particular purpose, or non-infringement of privately owned rights.

Any vendor requesting inclusion on this list will be added, provided that they demonstrate the ability to meet TPMS Data Submission Standards. To be included, please email us at tpms@rrc.state.tx.us (It is the vendor's responsibility to make sure their information remains current.)

About This List

The vendors on this list have represented that they offer software that allows digital submission (electronic filing) of digital map data. Commission staff has reviewed and approved the products and services as they pertain to the Commission's purpose for collecting data from each vendor on this list.

Vendor	Address	Contact	Phone	Fax
1234 GIS Mapping	179 Main St. Austin, TX 78564	John Smith	512-999-9999	512-999-9999

See Website for list of Vendors

Sample Email to Request Digital Data



To obtain your digital data, please send a similar email to tpms@rrc.state.tx.us and include the **Operator Name and Address** and **T-4 Permit number**. The RRC will process data, and then notify the contact person once the information is ready for download from the RRC's FTP site.

If requesting other Operators' digital data, please refer to the following link for further instructions. <http://www.rrc.state.tx.us/forms/maps/digital/index.php>

Date: April 8, 2014

Operator Name and Address: ABC Pipeline Company
0000 W. 15th St., Suite 900
Houston, TX 00000

Type of Request: Shapefiles for T-4# 08439

T-4 Permit Contact: John Smith
Operations Specialist
210-300-9000

GIS/Mapping Contact: Susan Jones
GIS Analyst
210-400-8000

Thank you,

John Smith
ABC Pipeline Company
Cell: 555-444-9999

johnsmith@abcpipeline.net

Sample Email

Sample email from RRC to Operator



The digital data you requested is now on our FTP site ready for download.

The name of the file to download is **p04152014_1.tar.gz**

(It is a zipped up file in which you need an unzip program. With an unzip program, you should be able to just double click on the file & it will open up.)

This file includes the following requested T-4 Permits:

Extracted data for t4 permit 09999

The files are from our TPMS database in Shape file format, Geographic Coordinate System, Decimal Degrees, NAD 27.

The zip file will be out on the RRC ftp site for a maximum of 5 business days.

If the you want us to remove it as soon as you download the file, you must request this after downloading the file. E-mail tpms@rrc.state.tx.us to notify us.

Also, if desired you can download a 2nd set of shape files that will provide an outline of all the counties in the state which will work as a location reference when you view your data. Go into the pl_cd folder on the FTP site & download these 3 files together: cnty_geo.shp, cnty_geo.shx, & cnty_geo.dbf

If you don't have GIS Software, there is free software on ESRI's website called ArcExplorer (scaled down version of ArcView). Click on this link: <http://www.esri.com/software/arcexplorer/> to go to the site where you can Download ArcExplorer. This site also provides helpful support information for the software.

If you have any questions about the data, call Yolanda Reyes at 512-463-7195.

Note: Be sure to use the pipeout username when retrieving the data.

Retrieving Data from the Railroad Commission



Original FTP instructions

You need to change to the directory where the data you are retrieving is located using the cd command.

- Type: ftp derrick.rrc.state.tx.us
- (You will then be prompted for a user name and password)
- Type: the user id that you received from the Railroad Commission
- Type: the password that you received from the Railroad Commission
- Type: binary
- Type: get <the name of the file that you are submitting>
- (You will use the above command for every file that you are submitting; after submitting every file then proceed to the next two commands)
- Type: quit
- Type: exit
-
- **Example:**
- cd c:
- cd pipelines/data
- ftp derrick.rrc.state.tx.us
- User: myuserid
- Password: mypassword
- ftp> binary
- ftp> get pipes.dbf
- ftp> get pipes.shp
- ftp> get pipes.shx
- ftp> quit
- exit

(*See **Instructions for DOS FTP** for visual reference of instructions at the end of this presentation)

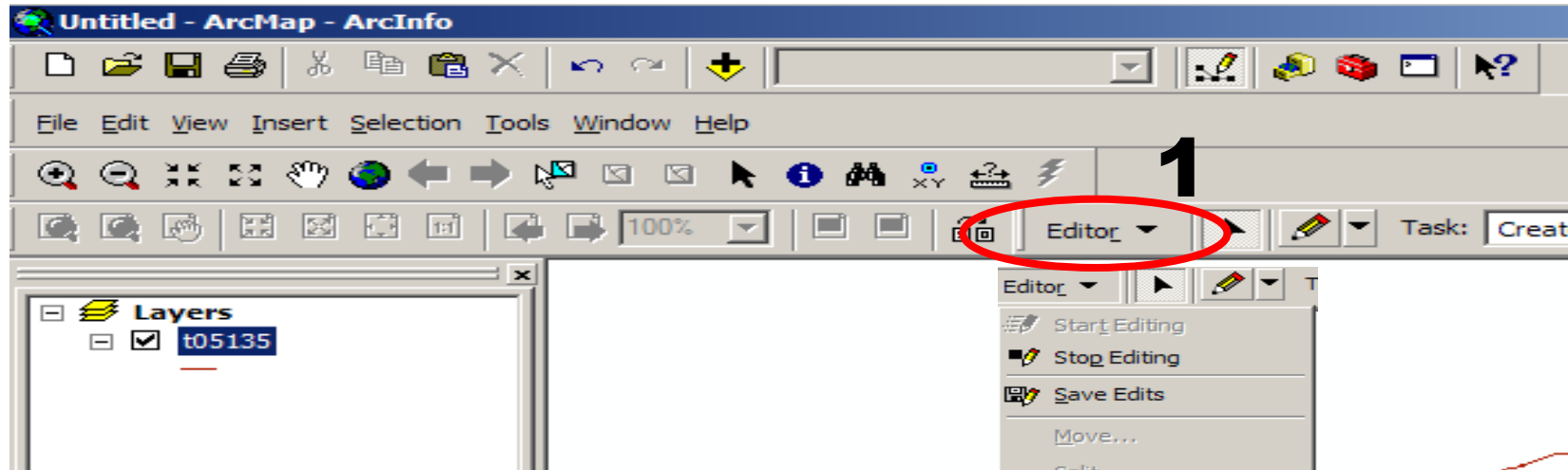
How to Avoid Digital Rejections



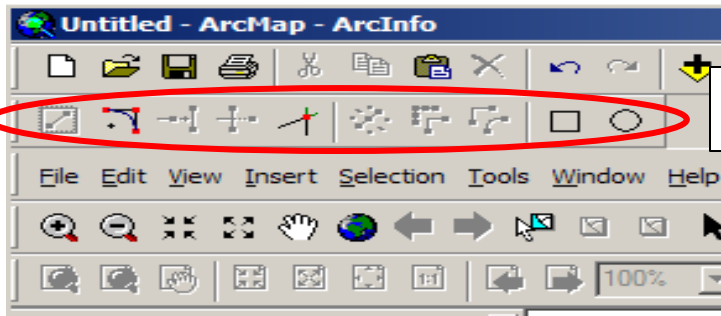
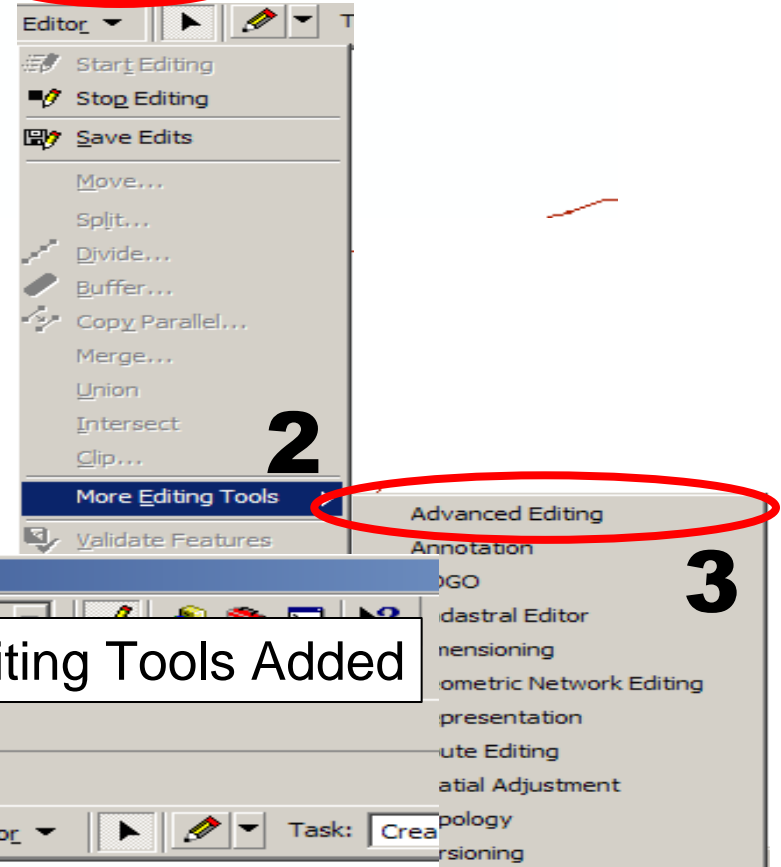
Explode your Data using Advanced Editing Tools

- ❖ How to set up Advanced Editing Tools
- ❖ Identify Multi-Part Features

How to set up Advanced Editing Tools



- 1. Click on Editor tab
- 2. Go down to More Editing Tools
- 3. Click on Advanced Editing

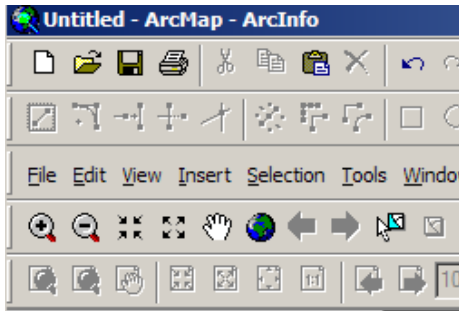


Advanced Editing Tools Added

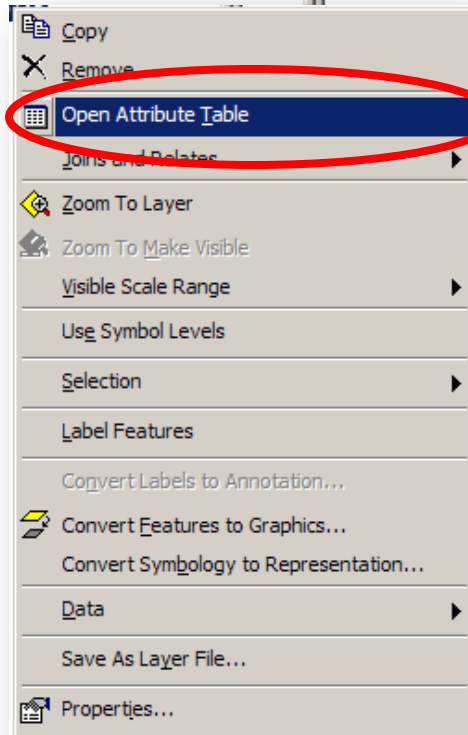


Steps to Identifying Multi-Part Features

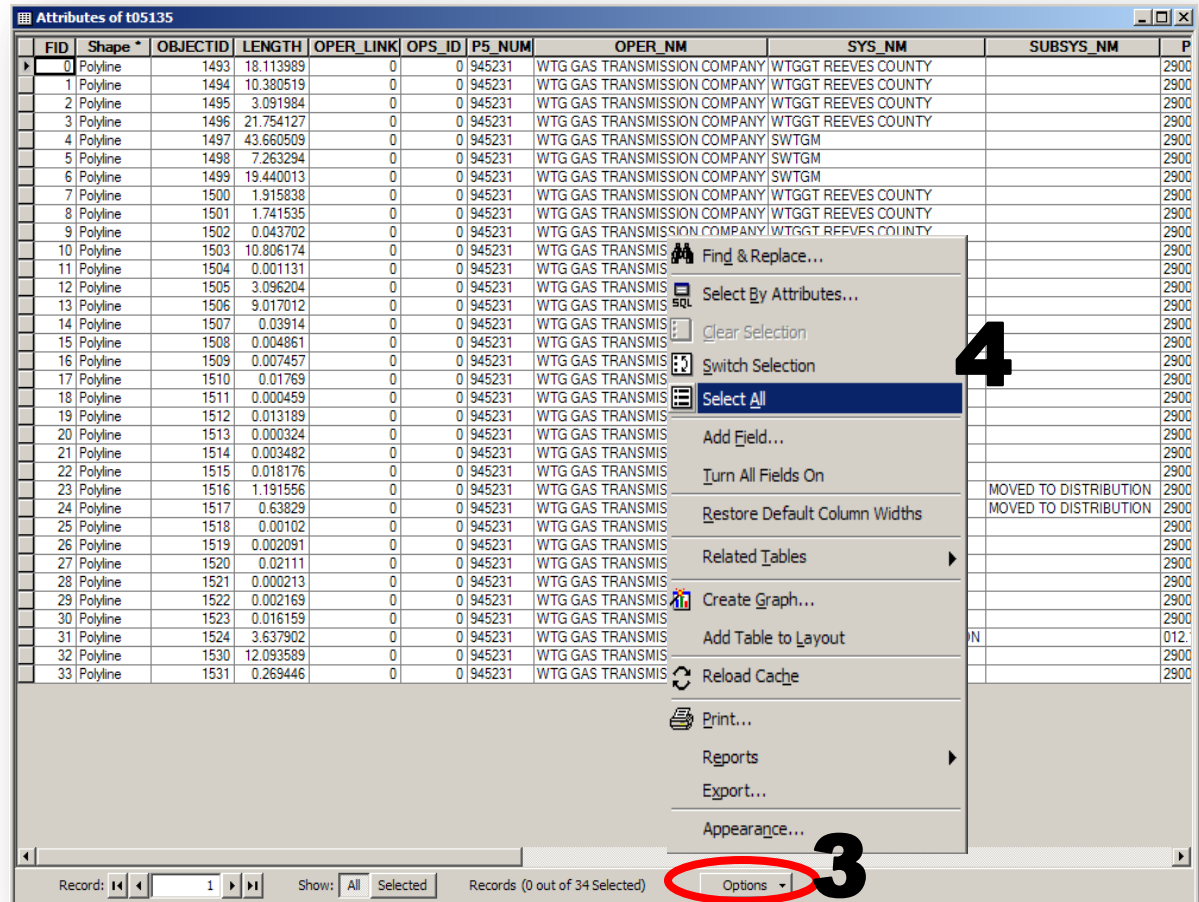
1. Add your layer and right click on it
2. Click on Open Attribute Table
3. Click on Options
4. Click on Select All



1



2



4

3

Steps to Identifying Multi-Part Features



Attributes of t05135

PLINE_ID	SYS_ID	DIAMETER	COMMODITY	COMMODITY	COMMODITY	CMDTY_DES	INTERSTATE	STATUS_CD	QUALITY_CD	T4PERMIT	SYSTYPE	M
290001	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290002	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290004	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290006	0	6.63	NG			NATURAL GAS	N	I	V	05135	T	20
290009	0	6.63	NG			NATURAL GAS	N	I	V	05135	T	20
290005	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290009	0	6.63	NG			NATURAL GAS	N	I	V	05135	T	20
290011	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290012	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290013	0	3.5	NG			NATURAL GAS	N	I	V	05135	T	20
290010	0	8.63	NG			NATURAL GAS	N	I	V	05135	T	20
290010	0	6.63	NG			NATURAL GAS	N	I	V	05135	T	20
290010	0	6.63	NG			NATURAL GAS	N	I	V	05135	T	20
290001	0	8.63	NG			NATURAL GAS	N	I	V	05135	T	20
290014	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290015	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290016	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290017	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290018	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290019	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290020	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290024	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290006	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290021	0	3.5	NG			NATURAL GAS	N	I	V	05135	T	20
290022	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
290023	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290025	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290026	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290027	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290028	0	2.38	NG			NATURAL GAS	N	I	V	05135	T	20
290030	0	4.5	NG			NATURAL GAS	N	I	V	05135	T	20
012.10.02.T.A	0	6.625	NG			NATURAL GAS	N	I	V	05135	T	20
290009	0	6.63	NG			NATURAL GAS	N	I	V	05135	T	20
290009	0	6.63	NG			NATURAL GAS	N	I	V	05135	T	20

Record: 1 Show: All Selected Records (34 out of 34 Selected) Options

Untitled - ArcMap - ArcInfo

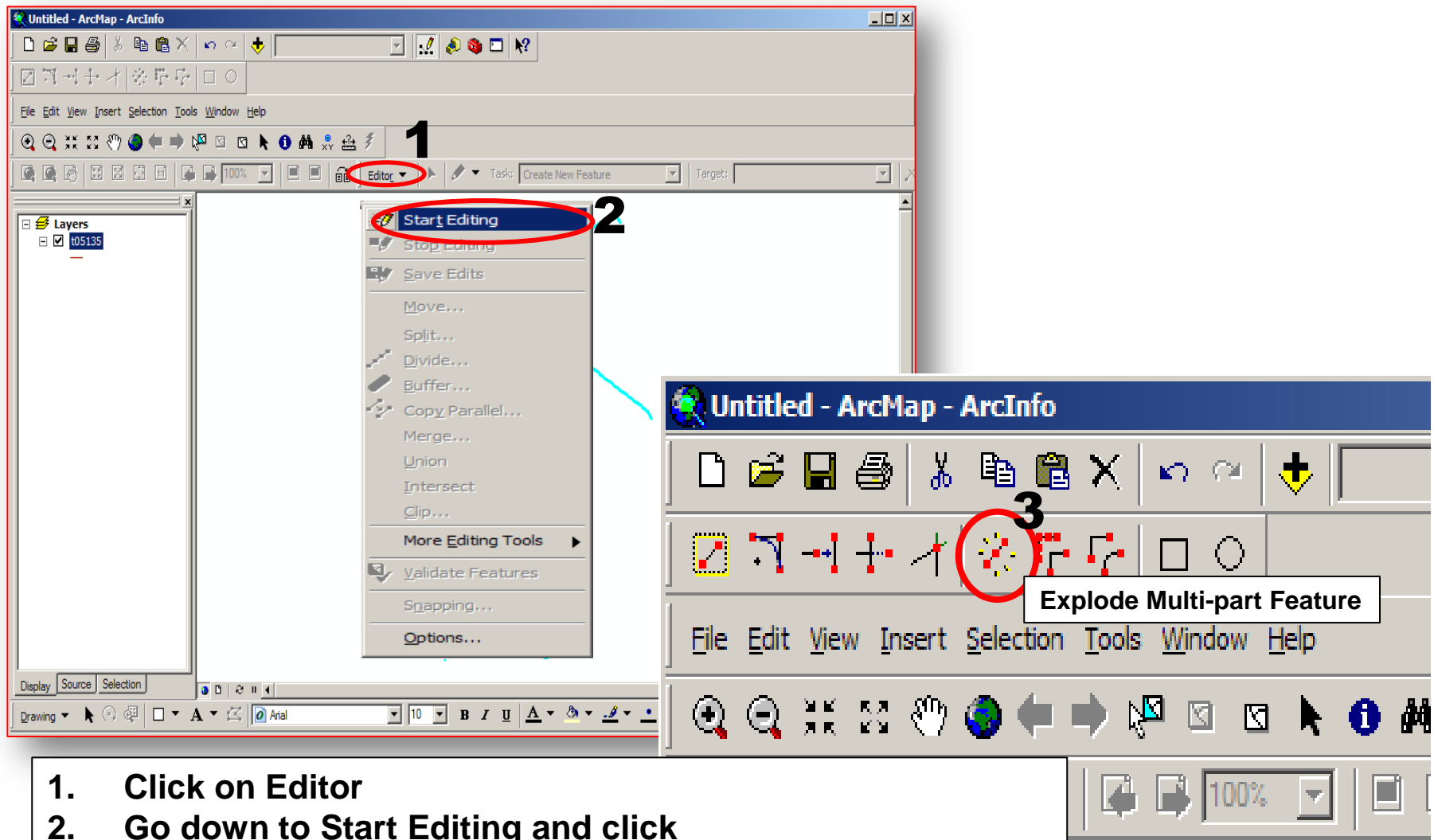
Layers: t05135

Display Source Selection

Drawing: Arial 10 B I U

All pipelines are selected

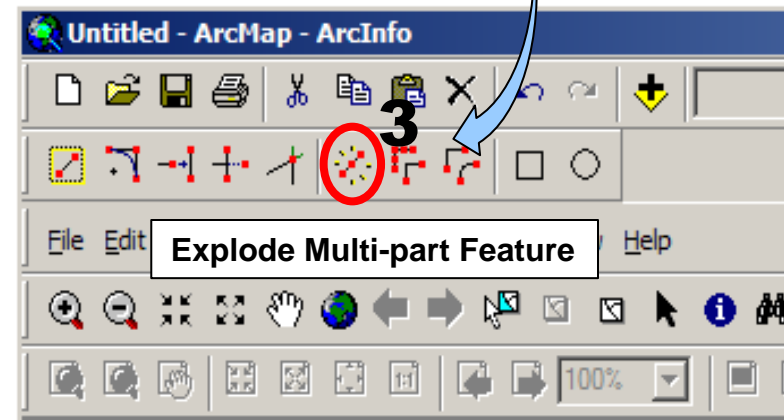
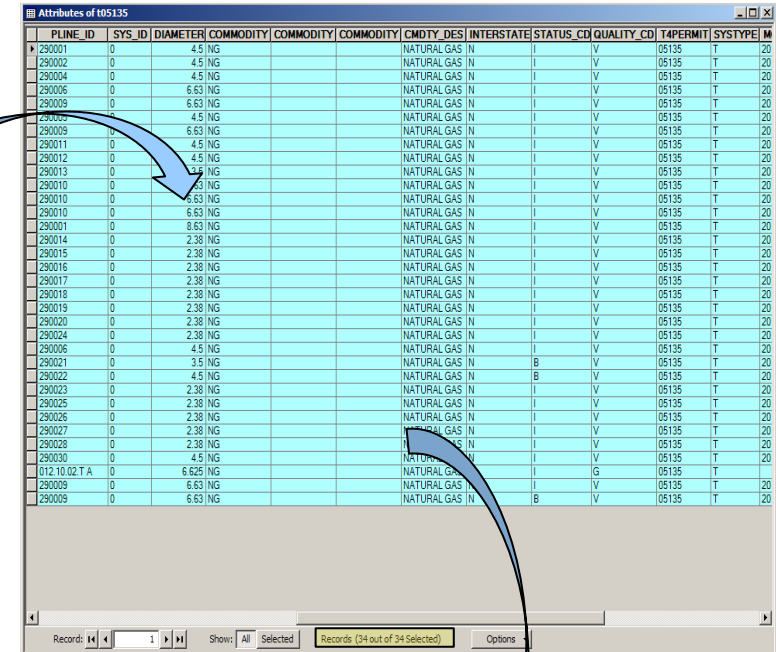
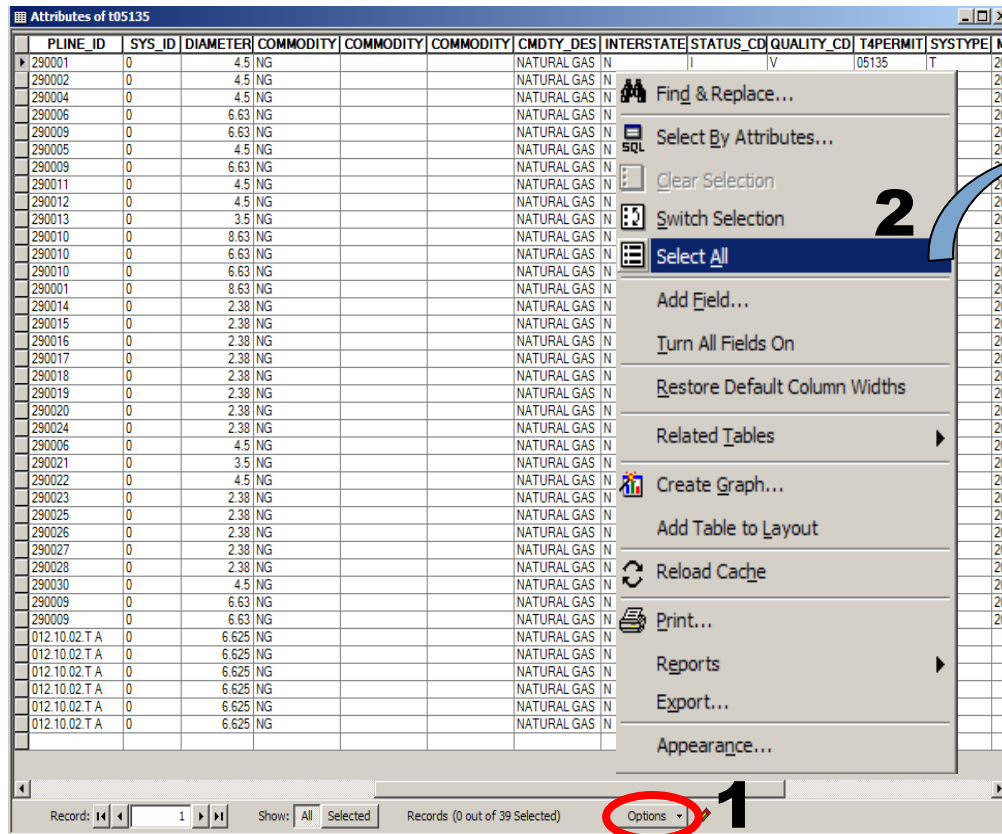
Steps to Identifying Multi-Part Features



1. Click on Editor
2. Go down to Start Editing and click
3. Click on Explode Multi-Part Feature to Explode your data

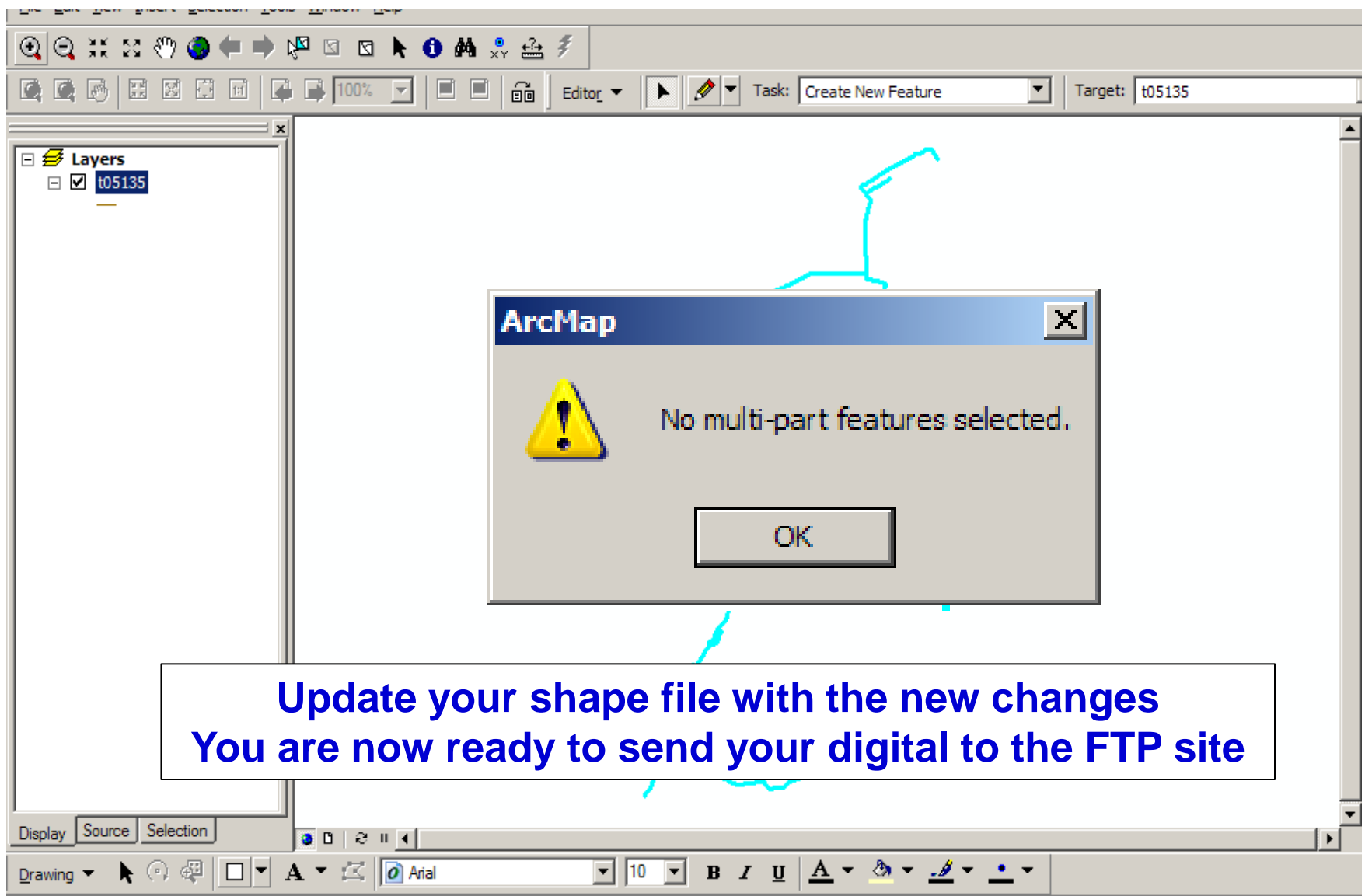


Steps to Identifying Multi-Part Features



1. Click on Options
2. Click on Select All
3. Go back to Explode Multi-Part Feature and Click

Steps to Identifying Multi-Part Features



**Update your shape file with the new changes
You are now ready to send your digital to the FTP site**

How to Avoid Digital Rejections






Verify your Digital is in the Correct Projection

- **Wrong Projection**
 - ❖ **UTM/State Plane Projection**
- **Correct Projection**
 - ❖ **Geographic Coordinate System**
- **Check your Coordinates**



Wrong Projection

Description	Spatial	Attributes
Horizontal coordinate system <i>Projected coordinate system name:</i> NAD_1983_StatePlane_Texas_Central_FIPS_4203_Feet <i>Geographic coordinate system name:</i> GCS_North_American_1983 Details <hr/>		
Bounding coordinates		
Horizontal		
In decimal degrees		
	<i>West:</i> -98.289505 <i>East:</i> -97.713646 <i>North:</i> 30.316055 <i>South:</i> 29.758331	
In projected or local coordinates		
	<i>Left:</i> 2945099.907165 <i>Right:</i> 3123191.752989 <i>Top:</i> 10084676.037992 <i>Bottom:</i> 9885518.741800	

UTM/State Plane Projection



Correct Projection

Description

Spatial

Attributes

Horizontal coordinate system

Geographic coordinate system name: GCS_North_American_1927

Details

Bounding coordinates

Horizontal

In decimal degrees

West: -99.471993

East: -98.950760

North: 33.398780

South: 32.956610



In projected or local coordinates

Left: -99.471993

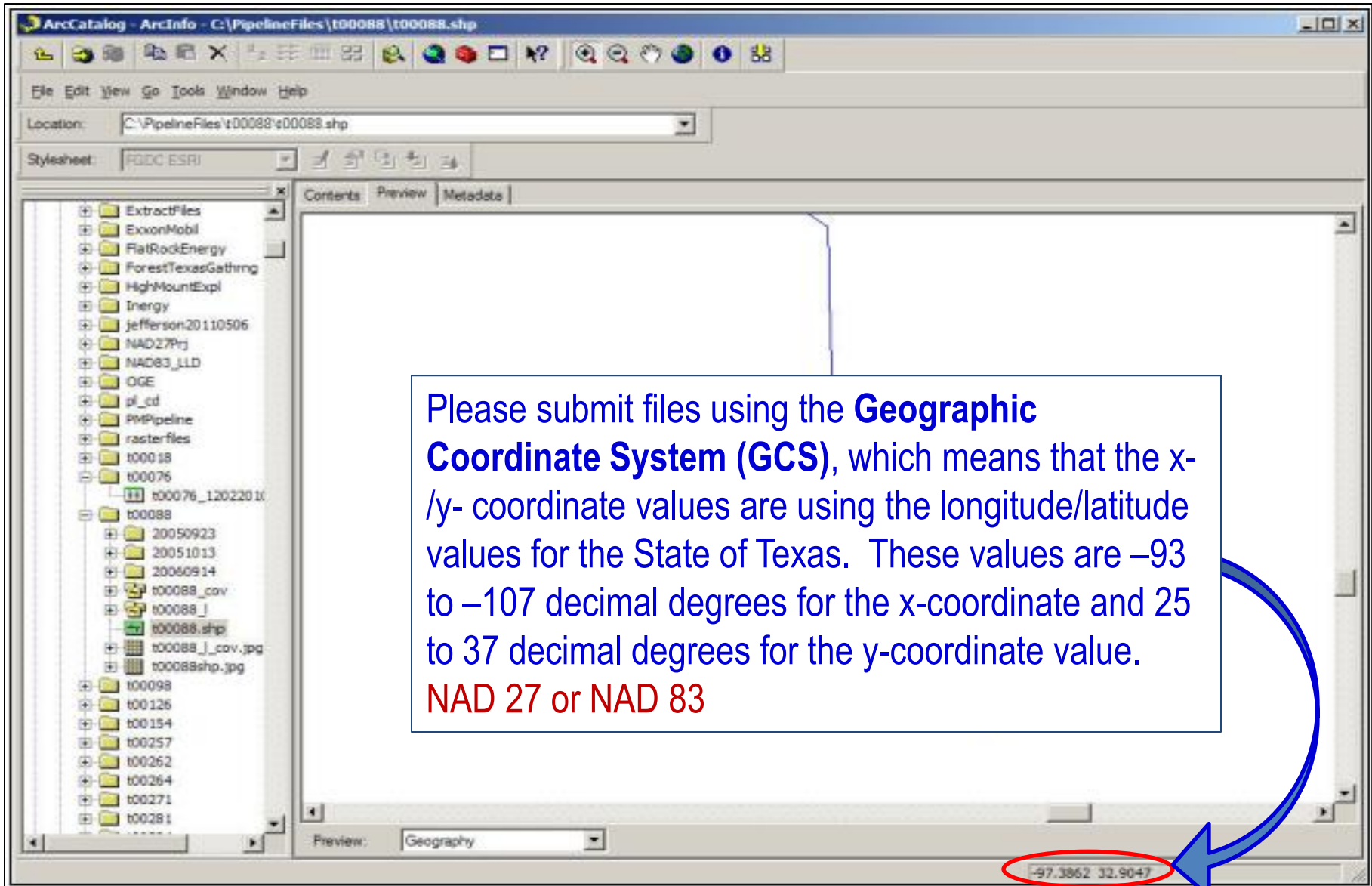
Right: -98.950760

Top: 33.398780

Bottom: 32.956610

Geographic Coordinate System

Check your Coordinates





Helpful Resources

- **Map - Public GIS Viewer**
- **Data - Online Research Queries**
 - ❖ **How to Search T-4 Pipeline Permits**
 - ❖ **How to Print T-4 Pipeline Permits**

Steps to Public GIS Viewer



[About Us](#) - [Oil & Gas](#) - [Alternative Fuels](#) - [Gas Services](#) - [Pipeline Safety](#) - [Mining & Exploration](#) - [Legal](#)

RRC Online Maintenance

The RRC online system will be unavailable Friday, May 8th from 6:00 PM – 7:00 PM for general maintenance.

Railroad Commission of Texas Mission Statement

The Railroad Commission serves Texas through:

- our stewardship of natural resources and the environment;
- our concern for personal and community safety; and
- our support of enhanced development and economic vitality for the benefit of Texans.

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Recent News [View All](#)

[Chairman Christi Craddick Talks North American](#)

May 07, 2015

Railroad Commission Chairman Christi Craddick discussed the future of natural gas in Texas at the Alternative Clean Transportation "ACT" Expo in Dallas. [Read More...](#)

[Commissioner Porter Discusses Future of Natural Gas Vehicles at Transportation Expo](#)

May 05, 2015

Railroad Commissioner David Porter today discussed the future of natural gas in Texas at the Alternative Clean Transportation "ACT" Expo in Dallas. [Read More...](#)

[Railroad Commissioner David Porter Discusses Real-World Solutions to Pressing Energy Issues at 2015 Texas Energy Innovation Challenge](#)

May 01, 2015

Railroad Commissioner David Porter today discussed real-world solutions to pressing energy issues at the 2015 Texas Energy Innovation Challenge [Read More...](#)

- Homepage: www.rrc.texas.gov
- Click on Map - Public GIS Viewer

Commissioners



Chairman Christi Craddick



Commissioner David Porter



Commissioner Ryan Sitton

Useful Links

[What's New at the RRC](#)

[Data - Online Research Queries](#)

[Frequently Asked Questions - FAQs](#)

[Map - Public GIS Viewer](#)

[Open Meetings / Conference Agendas](#)

[RRC Locations](#)

[Rules](#)

Map – Public GIS Viewer

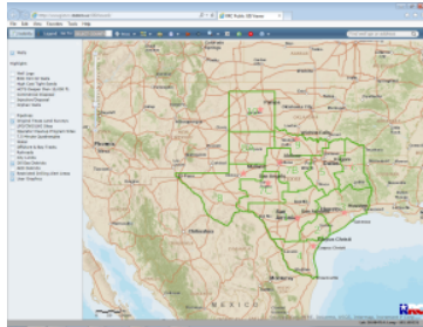


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Public GIS Viewer (Map)

The Public GIS Viewer allows users to view oil, gas and pipeline data in a map view.

Public GIS Viewer



- **Click on
Launch Public GIS Viewer**

The following training videos provide step-by-step instruction for new features of the Public GIS Viewer. The videos will open in a separate window, allowing you to toggle between the video and viewer. **Note: These videos do not contain audio.**

- [API# or Address Search](#)
- [Survey Search](#)
- [Locating Pipelines](#)
- [Viewing Coordinates](#)

Launch Public GIS Viewer

The Public GIS Viewer contains the combined functionality of the Legacy GIS Viewer and the newer appearance of the Enhanced GIS Viewer. In addition, the viewer has been improved with the addition of the following features and is updated nightly.

Important Disclaimer

A "data set" is any set of information electronically generated or stored by Railroad Commission of Texas (Commission) systems, including, but not limited to, the Commission's Geographic Information System, Online Research Query System, or Mainframe System.


The data sets contained in the Public GIS Viewers were generated from the Commission's Geographic Information System. These data sets are provided as a public service for informational purposes only. They are **not** intended to be used as an authoritative public record for any geographic location and have no legal force or effect. Organizations and individual users are responsible for verifying the accuracy, completeness, currency, and/or suitability of these data sets themselves.

The Commission specifically disclaims any and all warranties, representations, or endorsements, express or implied, with regard to these data sets, including, but not limited to, the warranties of merchantability, fitness for a particular purpose, or non-infringement of privately owned rights.

Note: GIS maps **may not** be used for pipeline location purposes in lieu of calling an official notification center prior to excavating. It is a violation of Texas law to fail to make the required 8-1-1 calls.

Data Online Research Queries





[About Us](#) -
 [Oil & Gas](#) -
 [Alternative Fuels](#) -
 [Gas Services](#) -
 [Pipeline Safety](#) -
 [Mining & Exploration](#) -
 [Legal](#)

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[Chairman Christi Craddick Talks North American Energy Integration with the Texas Energy Council](#)
May 07, 2015
Railroad Commission Chairman Christi Craddick spoke today on a panel at the 27th Annual Texas Energy Council Symposium in [Read More...](#)


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[Railroad Commissioner David Porter Discusses Real-World Solutions to Pressing Energy Issues at 2015 Texas Energy Innovation Challenge](#)

Commissioners


 Chairman Christi Craddick


 Commissioner David Porter


 Commissioner Ryan Sitton

Useful Links

What's New at the RRC

[Data - Online Research Queries](#)

[Frequently Asked Questions - FAQs](#)

[Map - Public GIS Viewer](#)

[Open Meetings / Conference Agendas](#)

[RRC Locations](#)

[Rules](#)

- **Homepage:**
- www.rrc.texas.gov
- **Click on Data-Online Research Queries**

Pipeline Safety

Type of Query		
T-4 Pipeline Permits	Learn more	Launch application
Maps - Public GIS Viewers (legacy viewer)	Learn more	Launch application
Texas Pipeline Damage Query	Learn more	Launch application



How to Search T-4 Pipeline Permits

neubus

Profiles ▼

Pipeline Permits (T-4) > Key Search

= wildcard (*) permitted.

T-4 Permit Number County No punctuation except & and -;

Operator Number Operator Name No punctuation except & and -;

- Enter your permit number
- Click on Search

Steps to Search T-4 Pipeline Permits



neubus

Profiles ▾

Pipeline Permits (T-4) > Key Search

* = wildcard (*) permitted.

T-4 Permit Number County No punctuation except & and -;.

Operator Number * Operator Name * No punctuation except & and -;.

Showing 1 of 1 Records (sort data by clicking on any column heading) Visible Columns ▾ Load Size:

	T-4 Permit Number	County	Operator Number	Operator Name
<div><div>Actions ▾</div><div><div> View this document</div><div>[close]</div></div></div>		PALO PINTO&PARKER	640150	PARKER COUNTY PIPE LINE COMPANY

- Go down to Actions and click
- Click on View this document

Steps to Search T-4 Pipeline Permits



neubus

Actions T00152 PALO PINTO&PARKER 640150 PARKER COUNTY PIPE LINE COMPANY

< Search Results 152-001-000007-122.pdf Search this Document

Download Actual Size Download Page HIGH

Pages Search Results

< Page 1 of 11 > Go To 1

RAILROAD COMMISSION OF TEXAS
ADMINISTRATIVE SERVICES DIVISION
PIPELINE SECTION

Form T-4C
(Rev. 3-75)

PIPE LINE AND GATHERING SYSTEM FORM OF CERTIFICATION

P/L T-4C GAS,
PARKER COUNTY PIPE LINE COMPANY PERMIT #00152
BOX 2848 - J. W. KANDOLAH PRIVATE
TULSA OK 74101

PIPELINE CLASSIFICATION

COMMON CARRIER ☐

GAS UTILITY ☐

PRIVATE ☒

Location of Lines
in T & P Railway Survey, Joseph M. Turner Survey and E. E. V

Parker County, Texas

Issuance Date of Last Permit
July 8, 1975

This will certify that the installations described above have not been subject to any modification since the issuance date of last permit, except as noted below.

REMARKS: This pipeline in its entirety consisting of 2.9 miles serving Parker County Pipeline Company's Plant No. 2, as shown became permanently inoperative in July 1976, due to depletion thereto, and has been abandoned.

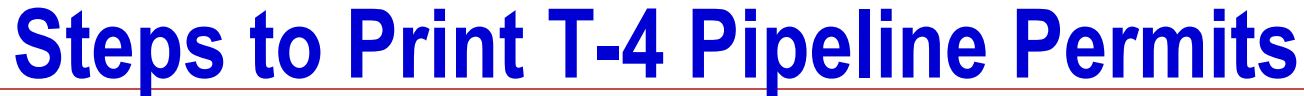
Pages Search Results

< Page 1 of 11 > Go To 1

1

2

3



- Click Download to print all pages
- Click Download Page to print page of interest only



New Operator Checklist

- ✓ **Explode your Data using Advanced Editing Tools**
- ✓ **Verify your Projection**
- ✓ **Add the *Required Fields to your .dbf file**
- ✓ **Submit all your Digital Data files
to the FTP site (.shp, .shx, .dbf and .prj)**

Note: .zip files will not process. Files must be sent in individually.

Helpful Instructions for Submitting Digital



- **Instructions for using FTP Software**
- **Sample FTP Software Configuration Screen**
- **FTP Password for Sending and Retrieving Digital Data**
- **Instructions for DOS FTP**
- **Frequently Asked Questions FTP**

Instructions for using FTP Software



If you have an IT department, then ask them to assist you with setting up the FTP software. Your IT department will be able to install FTP software on your PC and set proper permissions to enable file transfers through your local network's firewall.

If you do not have an IT department, then select FTP software of your choice and install it on your PC.

Notes:

1. Having FTP software enables file drag-and-drop transfers.
2. Our FTP server is NOT web-enabled, so you cannot log into our FTP server via the internet.

Sample FTP Software Configuration Screen



Edit Connection [X]

Firewall Security Certificate

Connection Initial Commands Miscellaneous Schedule

FTP Connection

Connection Name:

Host Address:

Host Type:

TCP Port:

Backup Host:

Initial PC Directory:

Initial Host Directory:

Username:

Password:

☐ Anonymous signon

☐ Do not send Username/Password

FTP Password for Sending and Retrieving Digital Data



The following information pertains to the pertinent directory, server & access information for submitting digital pipeline data to the Railroad Commission's (RRC) Licensing & Permitting via FTP (file transfer protocol).

Important: The attached user manual provides the applicable guidelines/instruction for "SUBMITTING" your files electronically.

Incoming Directory: To be used by Pipeline Operators when **"SENDING"** digital data to the RRC.

Server name: derrick.rrc.state.tx.us

Userid: pipeline

Password: 35pip87e (lower case sensitive)

Directory: export/ftpguest/pub/pipeline

Note: Once you login with your user name & password, you will already be in the right directory. All you need to do is transfer files.

Outgoing Directory: To be used by Pipeline Operators when **"RETRIEVING"** digital data from the RRC.

Server name: derrick.rrc.state.tx.us

Userid: pipeout

Password: 26u39t (lower case sensitive)

Directory: export/ftpguest/pub/pipeout

Note: Once you login with your user name & password, you will already be in the right directory. All you need to do is transfer files.

Instructions for DOS FTP

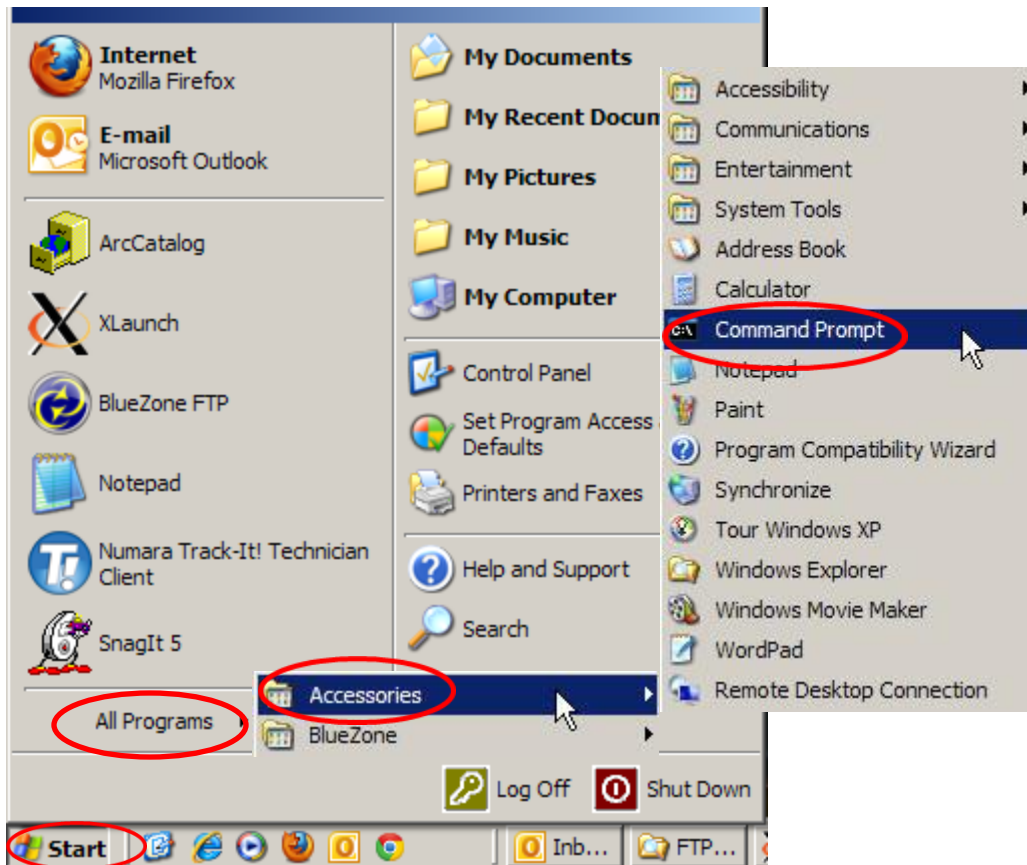


- On a PC with Windows operating system that is connected to the internet.



Instructions for DOS FTP

Sample PC Window screen to activate Command Prompt Window.

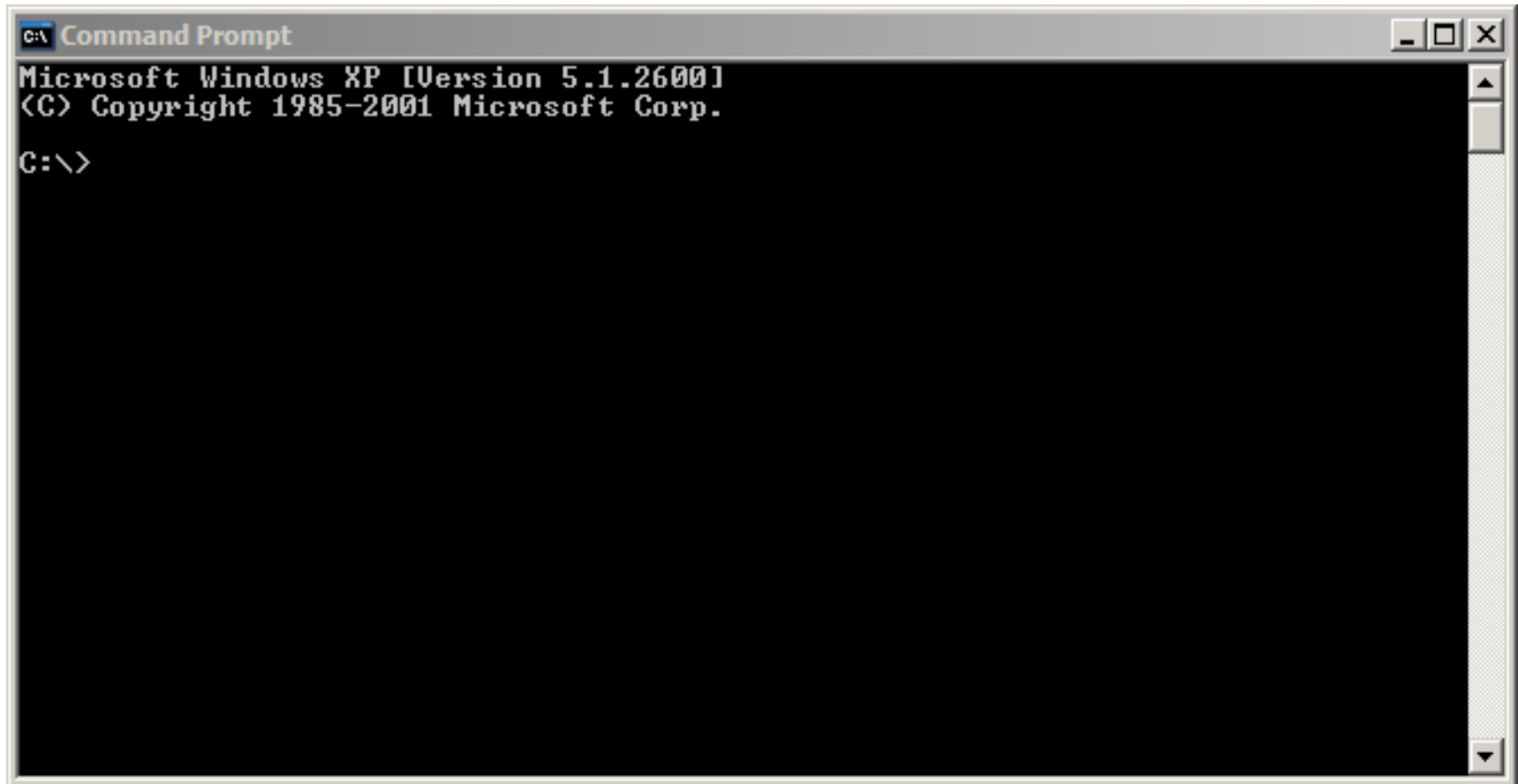


1. Click Start
2. Click All Programs
3. Find Command Prompt application and click on it.
4. This will start an MS DOS session (usually a black screen)

Instructions for DOS FTP



Command Prompt Window

A screenshot of a Windows XP Command Prompt window. The title bar reads "C:\> Command Prompt". The window contains the following text: "Microsoft Windows XP [Version 5.1.2600]" on the first line, "<C> Copyright 1985-2001 Microsoft Corp." on the second line, and "C:\>" on the third line. The window has standard Windows XP window controls (minimize, maximize, close) in the top right corner and a vertical scrollbar on the right side.

```
C:\> Command Prompt
Microsoft Windows XP [Version 5.1.2600]
<C> Copyright 1985-2001 Microsoft Corp.
C:\>
```




Instructions for DOS FTP

Sending data to the Railroad Commission

Original FTP instructions

You need to change to the directory where the data you are sending is located using the cd command.

- Type: ftp derrick.rrc.state.tx.us
- (You will then be prompted for a user name and password)
- Type: the user id that you received from the Railroad Commission
- Type: the password that you received from the Railroad Commission
- Type: binary
- Type: put <the name of the file that you are submitting>
- (You will use the above command for every file that you are submitting; after submitting every file then proceed to the next two commands)
- Type: quit
- Type: exit
- **Example:**
- cd c:
- cd pipelines/data
- ftp derrick.rrc.state.tx.us
- User: myuserid
- Password: mypassword
- ftp> binary
- ftp> put pipes.dbf
- ftp> put pipes.shp
- ftp> put pipes.shx
- ftp> quit
- exit

(See next pages for visual reference of instructions)



Instructions for DOS FTP

Change directory to where data files are stored.

Using the cd command, you need to change to the directory/folder where the data you are sending is located on your PC.

A screenshot of a Windows XP Command Prompt window. The title bar reads "C:\ Command Prompt". The window content shows the following text:

```
Microsoft Windows XP [Version 5.1.2600]  
<C> Copyright 1985-2001 Microsoft Corp.  
  
C:\>cd c:  
C:\>  
  
C:\>cd pipelines\data  
C:\pipelines\data>
```

*If your data is on a network drive, move it to a temporary folder on your c:\ drive. Sending files from network directory/folder may cause transmission errors.

*Use directory/folder names without spaces. Spaces in directory/folder names may cause transmission errors.

*Make sure your IT department has granted permission for file transfer through firewall.



Instructions for DOS FTP

Check for files in directory/folder.

```
C:\ Command Prompt
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\>cd c:
C:\

C:\>cd pipelines\data
C:\pipelines\data>dir
Volume in drive C has no label.
Volume Serial Number is 9C89-5626

Directory of C:\pipelines\data

03/06/2013  02:35 PM    <DIR>          .
03/06/2013  02:35 PM    <DIR>          ..
07/21/2002  11:00 PM             58,630 pipes.dbf
07/21/2002  11:00 PM             41,196 pipes.shp
07/21/2002  11:00 PM              1,308 pipes.shx
               3 File(s)             101,134 bytes
               2 Dir(s)  100,604,588,032 bytes free

C:\pipelines\data>
```

List files in current directory/folder using dir command. If you don't see the files you want to transmit via FTP, then find correct directory and change to that directory or move files to this directory.



Instructions for DOS FTP

Connect to Railroad Commission FTP site.

```
C:\ Command Prompt - ftp derrick.rrc.state.tx.us

C:\pipelines\data>ftp derrick.rrc.state.tx.us
Connected to derrick.rrc.state.tx.us.
220-***
220-      Welcome to the Railroad Commission of Texas
220-      =====
220-      Attention!  For the official use of the State of Texas.
220-
220-      All other use is prohibited and will be prosecuted pursuant to
220-      sections 33.01 to 33.05 (V.T.C.A. Penal Code).  All software,
220-      documentation, and screen presentations produced by the State
220-      of Texas are copyrights of the State of Texas. All Rights Reserved.
220-      =====
220-
220-Wed Mar  6 15:28:51 2013 0
220-
220 FTP server ready.
User (derrick.rrc.state.tx.us:(none)):
```

Type: ftp derrick.rrc.state.tx.us

(You will then be prompted for a user and password)

Type: the user id that you received from the Railroad Commission

Type: the password that you received from the Railroad Commission

(the cursor will not move as you type in the password)



Instructions for DOS FTP

Connect to Railroad Commission FTP site.

```
C:\ Command Prompt - ftp derrick.rrc.state.tx.us

C:\pipelines\data>ftp derrick.rrc.state.tx.us
Connected to derrick.rrc.state.tx.us.
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220-      =====
220-
220-Wed Mar  6 15:28:51 2013 0
220-
220 FTP server ready.
User (derrick.rrc.state.tx.us:(none)):
```

Type: ftp derrick.rrc.state.tx.us

(You will then be prompted for a user and password)

Type: the user id that you received from the Railroad Commission

Type: the password that you received from the Railroad Commission

(the cursor will not move as you type in the password)



Instructions for DOS FTP

Connect to Railroad Commission FTP site.

```
C:\ Command Prompt - ftp derrick.rrc.state.tx.us

C:\pipelines\data>ftp derrick.rrc.state.tx.us
Connected to derrick.rrc.state.tx.us.
220-***
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220-      of Texas are copyrights of the State of Texas. All Rights Reserved.
220-      =====
220-
220-Wed Mar  6 15:28:51 2013 0
220-
220 FTP server ready.
User (derrick.rrc.state.tx.us:(none)):
```

Type: ftp derrick.rrc.state.tx.us

(You will then be prompted for a user and password)

Type: the user id that you received from the Railroad Commission

Type: the password that you received from the Railroad Commission

(the cursor will not move as you type in the password)



Instructions for DOS FTP

FTP files to RRC FTP server

```
C:\ Command Prompt
230 User pipeline logged in. Access restrictions apply.
ftp> binary
200 Type set to I
ftp> put pipes.dbf
200 PORT command successful.
150 Opening BINARY mode data connection for pipes.dbf.
226 Transfer complete.
ftp> 58630 bytes sent in 0.00Seconds 58630000.00Kbytes/sec.
ftp> put pipes.shp
200 PORT command successful.
150 Opening BINARY mode data connection for pipes.shp.
226 Transfer complete.
ftp> 41196 bytes sent in 0.00Seconds 41196000.00Kbytes/sec.
ftp> put pipes.shx
200 PORT command successful.
150 Opening BINARY mode data connection for pipes.shx.
226 Transfer complete.
ftp> 1308 bytes sent in 0.00Seconds 1308000.00Kbytes/sec.
ftp> quit
221-You have transferred 101134 bytes in 3 files.
221-Total traffic for this session was 102416 bytes in 3 transfers.
221-Thank you for using the FTP service on nderrick.rrc.state.tx.us.
221 Goodbye.

C:\pipelines\data>
```

Type: put <the name of the file that you are submitting>

(You will use the above command for every file that you are submitting; after submitting every file the proceed to the next two commands)

Type: quit

(This will exit ftp session.)

Type: exit

(This will close Command Prompt window.)



Instructions for DOS FTP

Retrieving data from the Railroad Commission

Original FTP instructions

- You need to change to the directory where the data you are retrieving is located using the cd command.
- Type: ftp derrick.rrc.state.tx.us
- (You will then be prompted for a user name and password)
- Type: the user id that you received from the Railroad Commission
- Type: the password that you received from the Railroad Commission
- Type: binary
- Type: get <the name of the file that you are submitting>
- (You will use the above command for every file that you are submitting; after submitting every file then proceed to the next two commands)
- Type: quit
- Type: exit
-
- Example:
- cd c:
- cd pipelines/data
- ftp derrick.rrc.state.tx.us
- User: myuserid
- Password: mypassword
- ftp> binary
- ftp> get pipes.dbf
- ftp> get pipes.shp
- ftp> get pipes.shx
- ftp> quit
- exit
-
- (See next pages for visual reference of instructions)



Instructions for DOS FTP

Change directory to where data files are stored.

Using the cd command, you need to change to the directory/folder where the data you are retrieving is to be located on your PC.

A screenshot of a Windows XP Command Prompt window. The title bar reads "C:\ Command Prompt". The window content shows the following text:

```
Microsoft Windows XP [Version 5.1.2600]  
(C) Copyright 1985-2001 Microsoft Corp.  
  
C:\>cd c:  
C:\>  
  
C:\>cd pipelines\data  
C:\pipelines\data>
```

*Use directory/folder names without spaces. Spaces in directory/folder names may cause transmission errors.

*Make sure your IT department has granted permission for file transfer through firewall.



Instructions for DOS FTP

Connect to Railroad Commission FTP site.

```
C:\ Command Prompt - ftp derrick.rrc.state.tx.us

C:\pipelines\data>ftp derrick.rrc.state.tx.us
Connected to derrick.rrc.state.tx.us.
220-***
220-      Welcome to the Railroad Commission of Texas
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220-      of Texas are copyrights of the State of Texas. All Rights Reserved.
220-      =====
220-
220-Wed Mar  6 15:28:51 2013 0
220-
220 FTP server ready.
User <derrick.rrc.state.tx.us:<none>>:
```

Type: ftp derrick.rrc.state.tx.us

(You will then be prompted for a user and password)

Type: the user id that you received from the Railroad Commission

Type: the password that you received from the Railroad Commission

(the cursor will not move as you type in the password)



Instructions for DOS FTP

Set transmission type to binary.

```
C:\ Command Prompt - ftp derrick.rrc.state.tx.us

C:\pipelines\data>ftp derrick.rrc.state.tx.us
Connected to derrick.rrc.state.tx.us.
220-***
220-      Welcome to the Railroad Commission of Texas
220-      =====
220-      Attention!  For the official use of the State of Texas.
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220-      of Texas are copyrights of the State of Texas. All Rights Reserved.
220-      =====
220-
220-Wed Mar  6 15:28:51 2013 0
220-
220 FTP server ready.
User (derrick.rrc.state.tx.us:(none)): pipeline
331 Password required for pipeline.
Password:
230 User pipeline logged in.  Access restrictions apply.
ftp> binary
200 Type set to I.
ftp>
```

Type: binary

(This will set the file transmission type to binary. If binary is not set, then files will be transmitted in ASCII and downloaded data may contain errors.)



Instructions for DOS FTP

Download files from RRC FTP server.

```
C:\> Command Prompt - ftp derrick.rrc.state.tx.us
220- =====
220- Attention! For the official use of the State of Texas.
220-
220- All other use is prohibited and will be prosecuted pursuant to
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220- documentation, and screen presentations produced by the State
220- of Texas are copyrights of the State of Texas. All Rights Reserved.
220- =====
220-
220- Fri Mar 15 15:38:31 2013 0
220-
220- FTP server ready.
User <derrick.rrc.state.tx.us:(none)>: pipeout
331 Password required for pipeout.
Password:
230 User pipeout logged in. Access restrictions apply.
ftp> binary
200 Type set to I.
ftp> get p02272013_2.tar.gz
200 PORT command successful.
150 Opening BINARY mode data connection for p02272013_2.tar.gz (985 bytes).
226 Transfer complete.
ftp> 985 bytes received in 0.02Seconds 61.56Kbytes/sec.
ftp>
```

Type: get <the name of the file that you are submitting>

(You will use the above command for every file that you are submitting; after submitting every file then proceed to the next two commands)

Type: quit

(This will exit ftp session.)

Type: exit

(This will close Command Prompt window.)



Instructions for DOS FTP

Check for files in directory/folder.

A screenshot of a DOS Command Prompt window. The title bar reads "C:\ Command Prompt". The command prompt shows the user has entered "C:\pipelines\data>dir". The output displays volume information for drive C, followed by a directory listing for "C:\pipelines\data". The listing shows two entries: a directory "." and a file "p02272013_2.tar.gz" of size 985 bytes. It also shows "1 File(s)" and "2 Dir(s)" with a total of "100,979,933,184 bytes free". The prompt returns to "C:\pipelines\data>".

```
C:\pipelines\data>dir
Volume in drive C has no label.
Volume Serial Number is 9C89-5626

Directory of C:\pipelines\data

03/15/2013  03:53 PM    <DIR>          .
03/15/2013  03:53 PM    <DIR>          ..
03/15/2013  03:41 PM                985 p02272013_2.tar.gz
               1 File(s)                985 bytes
               2 Dir(s)  100,979,933,184 bytes free

C:\pipelines\data>
```

List files in current directory/folder using dir command. If you don't see the files you transmitted via FTP, then check that you typed the name correctly.

Frequently Asked Questions FTP



Q. How do I submit my digital data files to the RRC FTP site?

A. Our FTP site is NOT web enabled, so we provide instructions on using your PC's DOS Command window to transfer files.

Q. If I don't want to use DOS for FTP, what can I use?

A. Contact your IT department and ask if they already have FTP software installed for you to use.

If you are the IT department, you can search the web using the words "free FTP software". You will be presented with several software options. Select the one best suited to your needs. You will need to understand how to configure the FTP software to connect to our FTP server.

Q. I was able to connect to your FTP site using Windows Explorer, but I don't know which directory to select to download the files. Which directory should I select for downloading?

Frequently Asked Questions FTP



A. Unfortunately, our FTP site is not web-enabled, so the directory that you were able to connect to is not accessible by our Pipeline Permitting staff. You can download the digital data files to our FTP server using either the DOS instructions provided to you or FTP software.

Q. Can you recommend FTP software for me to use when downloading my files to your FTP server?

A. Please Note: The Railroad Commission of Texas in no way recommends or promotes any particular software, however several operators have used WS_FTP LE, a windows version of FTP. There are various websites from which this software can be downloaded, however in order to facilitate the transfer of data here are two of those various websites: www.ftpplanet.com and www.download.com. The Commission in no way recommends or promotes either of these websites. This information is provided to facilitate the transfer of data. If you choose to use the DOS version of FTP, instructions are provided in the information sent to operators when an FTP account is opened.

Frequently Asked Questions FTP



Q. I am following the DOS instructions for downloading the files to your FTP server, but it times out before I can send any files. Is your FTP server working today?

A. Check with your IT department to make sure that your company's firewall is not interfering with the file transfer process.

Q. I have my shape files on my network but they don't seem to want to transfer to the FTP site when I am using the DOS instructions. What am I doing wrong?

A. Copy the set of shape files to a temporary directory on your PC's C:\ drive, i.e. c:\tmp. Open up the DOS window, change directories to the temporary directory, then begin the FTP download process from there.

Q. I am trying to download the shape files using DOS' FTP instructions, but I get a message that the file is not found when I type in the 'put' command. What am I doing wrong?

A. Make sure that the files you are trying to transfer are in the same directory where you begin DOS' FTP process.

Frequently Asked Questions FTP



Q. What is the server name or host name to connect the FTP software to?

**A. Host/Server name: `derrick.rrc.state.tx.us`
Directory: `/export/ftpguest/pub/pipeline`**

Q. How do I re-project my projection?

A. Contact your software vendor for re-projecting instructions.

Contact Information



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